

NOTICES

TRAINING
10 December 1964

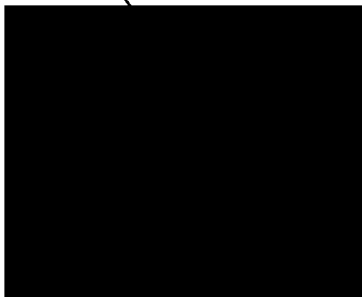
DD/S ADMINISTRATIVE
NOTICE No. 64-10

*Rescinded
10/25/72*

SUPPORT DEVELOPMENT PANEL

Pursuant to provisions of DD/S Administrative Instruction No. 64-15, a
Support Development Panel is established as follows:

25X1A



Chairman
Office of Communications
Office of Finance
Office of Logistics
Office of Medical Services
Office of Personnel
Office of Security
Office of Training

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

25X1A



EXECUTIVE OFFICER

S-E-C-R-E-T

GROUP 1
Excluded from automatic
downgrading and
declassification

25X1A

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

Next 2 Page(s) In Document Exempt

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

S-E-C-R-E-T

MANAGEMENT
30 September 1964

DD/S ADMINISTRATIVE
NOTICE No. 64-8

*Rescinded
10/25/72*

ELECTRONIC DATA PROCESSING COORDINATOR

1. With the constantly increasing commitment of our management processes to computers, it becomes proportionately more important to ensure that we avoid duplication of effort, that we have compatible systems, and that we do not overlook the many areas of common interest which exist among the Support components. It is also important that a channel of communication exist with this Office and that the Office of the Deputy Director for Support be fully and currently informed of plans and progress toward the adoption of electronic data processing techniques.

2. Accordingly, the Deputy Director for Support has designated [REDACTED] 25X1A
[REDACTED] to act as coordinator of the electronic data processing activities in addition to his other duties. You are requested to ensure that [REDACTED] is kept fully 25X1A
and currently informed of all present and planned applications and studies relating to electronic data processing.

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

25X1A

[REDACTED]
EXECUTIVE OFFICER

GROUP 1
Excluded from automatic
downgrading and
declassification

MANAGEMENT
1 September 1964

DD/S ADMINISTRATIVE
NOTICE No. 64-7

QUARTERLY ECONOMY REPORTS

*Resubmitted
10/25/72*

REFERENCE: DD/S Administrative Notice No. 64-5

1. DD/S Administrative Notice No. 64-5 quoted Action Memorandum No. A-411 on the subject of economy measures and attached a copy of the Presidential admonition to Agency Heads on the subject.

2. As a consequence of Action Memorandum No. A-411, we have received a memorandum from the Director, Budget, Program Analysis and Manpower dated 28 August 1964 advising that the President will continue to expect quarterly reports on the Agency economy efforts. These reports may be used in part in the Bureau of the Budget review of our Fiscal Year 1966 budget and manpower submission due 30 September 1964. We have been requested to establish a quarterly reporting system on economy in manpower and dollars which is to be submitted to the Executive Director-Comptroller by the fifth day of the month following the end of each calendar quarter. The first such report is to be submitted to the Executive Director-Comptroller by 14 September 1964.

25X1A

3. [REDACTED] will be in touch with each DD/S component with more specific guidance in the preparation and submission of these reports.

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

25X1A

[REDACTED]
EXECUTIVE OFFICER

GROUP 1
Excluded from automatic
downgrading and
declassification

S-E-C-R-E-T

*Rescinded
10/25/72*MANAGEMENT
24 August 1964DD/S ADMINISTRATIVE
NOTICE No. 64-5

ECONOMY MEASURES

1. For the information and guidance of the Heads of the Support components, Action Memorandum A-411 from the Director of Central Intelligence is reproduced below.

"1. On 22 July 1964 the President reviewed with the Cabinet the progress made thus far in improving efficiency and economy in the operations of the Federal Government, and he directed that further efforts toward these ends be made in the months ahead. The President made it unmistakably clear that it is the continuing policy of this administration to effect maximum results with minimum expenditures. His instructions very specifically were to "redouble efforts to reduce costs" through such measures as simplifying procedures, streamlining field elements, setting up productivity goals and imbuing contractors with this same spirit of cost consciousness. He directed that employment controls are to be tightened so that operations are conducted with the most restrictive staffing patterns possible. The President also made a special point of the need to eliminate nonessential publications.

"2. Over the past year the Agency has actively engaged in an economy program. We can take pride in our accomplishments. I feel they have been responsive to the President's program. However, our progress must not lull us into complacency. Again I want to impress on each of you personally and, through you, all personnel of your directorates and offices that further real savings in manpower and dollars can and must be effected in CIA.

"3. The manpower ceilings provided to you for FY 1965 and FY 1966 provide a first big step to this end. At the same time

S-E-C-R-E-T

S-E-C-R-E-T

we must assure that a sound and imaginative substantive program is maintained in accomplishing the Agency's vital missions. Maintaining adequate program balance within and between directorates will always be difficult, but especially where retrenchments are required. We are all under the gun to assure that flexible systems are provided in our organizations which will provide, within established ceilings, sufficient maneuverability to meet changing priorities and to adjust to new tasks without constantly upsetting on-going activities. In this regard the Agency must consider programs in their entirety with each part evaluated in light of the whole. Our cost consciousness and manpower control is not a numbers game. It must reflect hard decisions and a positive, objective and non-parochial outlook on the part of all members of our management team. Activities which do not contribute directly to the accomplishment of the Agency's missions must be phased out and discontinued. At the same time we must hold other members of the Intelligence Community responsible for their part of the intelligence task and not establish unwarranted duplication of these efforts in CIA.

"4. I have charged the DDCI and the Executive Director-Comptroller with spearheading the Agency economy effort and providing strengthened and improved centralized management review and control over our programs and projects and their related manpower and budgets. I will expect from them regular reports on the Agency's progress which I can study and report forward to the President. My belief in active management at the top echelons will cause some strain, but I know of no better way of producing results in line with the President's goals. Even as I congratulate you for recent achievements. I want to urge you on to greater progress in the knowledge that the dollar and personnel ceilings currently in effect have behind them my strong approval and my personal wish that no effort be spared to expedite their attainment."

2. For your further information copies of remarks by the President to the Cabinet on 22 July 1964 are attached.

25X1A


EXECUTIVE OFFICER

S-E-C-R-E-T

S-E-C-R-E-T

PERSONNEL

DD/S ADMINISTRATIVE
NOTICE No. 64-6
28 August 1964

REDUCTION IN ON-DUTY STRENGTH LEVELS

*Revised
10/25/72*

REFERENCE: DD/S Administrative Instruction No. 64-10

1. DD/S Administrative Instruction 64-10 quoted Action Memorandum A-410 which requires response by the DD/S Offices. The purpose of this Notice is to furnish guidance as to the responsibility of Office Heads and the response which is expected.
2. The Director of Personnel has been assigned responsibility for conducting a survey of military personnel throughout the Agency to find out which of them may be returned to their parent service without prejudice and replaced by on-board civilian employees. To assist this effort, each DD/S Office Head, including the Director of Personnel, will review each military position and all military personnel under his jurisdiction and recommend to the DD/S by 1 October 1964 which military positions and personnel can be converted to civilian status. Those which must remain in military status should be identified and accompanied by a statement justifying their retention.
- 25X1A 3. Each Office Head will review all current cases of individuals whose services have been retained under exceptions to the retirement policy stated in HR [REDACTED] and will submit to the DD/S by 1 October 1964 recommendations regarding the action proposed in each case.
- 25X1A 4. In order to comply with paragraph 2c of Action Memorandum A-410, the Head of each Career Service should be prepared to identify those staff personnel whose record of performance suggests that retention would not be in the best interest of the Government. The Deputy Director for Support would like to discuss with the Head of each Support Career Service any case which might lead to a recommendation for separation under the provisions of HR [REDACTED]. Appointments for such discussions will be made by the DD/S beginning in October 1964.
5. The assignment of unqualified persons to positions in any career field must, of course, be avoided. The DD/S should be aware of any positions within your career service which have been filled by people with other career

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service designations. You are requested to report each such case to the DD/S by 2 November 1964, listing separately those assignments which have been arranged specifically for training or career development purposes. The DD/S would also like to be advised of each case where a position within your career field has been eliminated but the elimination of which, in your opinion, is not in the best interest of the Agency.

6. The Director of Personnel is responsible for conducting a continuous Agency-wide review to assure that assignments are consistent with established position career designations and with the qualifications of the individual concerned. Semiannual reports of apparent misassignments under this Instruction will be submitted to the DD/S. The first such report is due 1 March 1965.

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

25X1A


EXECUTIVE OFFICER

S-E-C-R-E-T

1 SEP 1964

Director of Communications

2D00

Hqs

You have already substantially complied with these requirements in your memo of 31 July 1964 (OC 3339). However, paragraphs 3, 4, and 5 will require some refinement, as you will see.

S
VRT

Executive Officer to the DD/S

7D18

Hqs

6535

SA-DD/S:RHW:nft (31 Aug 64)

Distribution:

Orig - Adse w/cpy of DD/S 64-4417

1 - DD/S Subject (*Reg Control*)

1 - DD/S Chrono

DD/S 64-4417: DD/S Administrative Notice No. 64-6 dtd 28 Aug 64, subj:
Reduction in On-duty Strength Levels

2-5 5 11:01

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

MANAGEMENT
13 July 1964

DD/S ADMINISTRATIVE
NOTICE No. 64-4

COMPUTER SERVICES

*Resubmitted
10/25/72*

1. In a recent review of the Fiscal Year 1965 Revised Budget and Programs, the Deputy Director for Science and Technology has noted certain projects which may result in tasking and support by the Office of Computer Services but about which that Office has not yet been notified. Some of these tasks are in the area of information storage and retrieval, and others are in the scientific computing field.

2. The Deputy Director for Science and Technology has requested that customer components review their plans and address a memorandum to the Assistant Director for Computer Services forecasting their projected requirements for computer support during Fiscal Years 1965 and 1966 which have not yet been coordinated with OCS. Representatives of the Office of Computer Services will be pleased to visit components concerned for discussion or clarification of these needs.

3. The Deputy Director for Science and Technology is currently "sizing" the anticipated OCS workload as part of a management survey and requests your early attention to this matter. Support components should submit their replies not later than 27 July 1964 with information copies furnished to this Office.

FOR THE DEPUTY DIRECTOR FOR SUPPORT:


EXECUTIVE OFFICER

STATINTL

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*Rescinded
10/15/72*

PUBLIC AFFAIRS
2 July 1964

DD/S ADMINISTRATIVE
NOTICE No. 64-3

SOUTHEAST ASIA

REFERENCE: National Security Action Memorandum No. 308

1. The President has designated Mr. Robert J. Manning, Assistant Secretary of State for Public Affairs, to generate and to coordinate a broad program to bring to the American people a complete and accurate picture of the United States involvement in Southeast Asia and to show why this involvement is essential.
2. Mr. Manning is instructed to draw as necessary upon the resources of all government agencies in obtaining and disseminating the facts needed by the American people. He will call as necessary upon the senior policy and information officers of the Agency and should be given their full cooperation on a priority basis.
3. Action for the Agency has been assigned to the FE Division. If Mr. Manning should call upon any of the Support components in this connection, they should ensure that coordination is effected with the FE Division before responding.

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

25X1A


ACTING EXECUTIVE OFFICER

*Rescinded
10/25/72*

C-O-N-F-I-D-E-N-T-I-A-L

TRAINING

DD/S ADMINISTRATIVE
NOTICE No. 64-2
12 February 1964

DD/S TRAINING OFFICER

25X1A

[REDACTED] has been designated as alternate member of the Training Selection Board representing the Deputy Director for Support and as Training Officer for the Deputy Director for Support. His duties will include:

- a. Represent the Deputy Director for Support in liaison with other Deputy Directorates and the Office of Training in matters pertaining to Agency training policy and programs;
- b. Serve as staff officer for the Deputy Director for Support in matters affecting training curricula and course content; and
- c. Coordinate with Heads of Support Career Services or their representatives to ensure equitable consideration of all Support personnel for the training and career development of middle-range and senior officers.

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

25X1A

[REDACTED]
EXECUTIVE OFFICER

C-O-N-F-I-D-E-N-T-I-A-L

S-E-C-R-E-T

This Notice Expires 1 July 1964

BUDGET

DD/S ADMINISTRATIVE
NOTICE NO. 64-1

7 Feb 1964

25X1A

OBLIGATIONAL AUTHORITY

1. [REDACTED] which expired last October, authorized each office to incur obligations at a monthly rate not in excess of one-twelfth of its fiscal year 1964 congressional budget estimate. Provision was made for the release of this restriction upon issuance of advices of allotment.

2. Congressional action has now been taken on the Agency's proposed fiscal year 1964 budget and apportionment of these funds is pending at the Bureau of the Budget. Under these circumstances it is no longer required that obligational activity be governed by a percentage factor. Operating Officials shall, therefore, proceed to obligate funds in accordance with their total current fiscal year financial plan.

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

25X1A

[REDACTED]
EXECUTIVE OFFICER

*Revised per
expiration date*

S-E-C-R-E-T

GROUP 1
Excluded from automatic
downgrading and
declassification

MANAGEMENT
9 June 1965

DD/S ADMINISTRATIVE
NOTICE No. 65-1

*Reissued as
administrative
instruction # 72-13*

DD/S STAFF MEETING

Beginning on 15 June 1965 and continuing weekly thereafter until further notice, the DD/S Staff Meetings will be held regularly on Tuesdays at 10:30 a.m. in the DD/S Conference Room. Items suggested for inclusion on the agenda may be telephoned to the Executive Officer any time before 11:00 a.m. Monday, the day before the meeting.

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

25X1A


EXECUTIVE OFFICER

C-O-N-F-I-D-E-N-T-I-A-L

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Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9
S-E-C-R-E-T

SECURITY
3 December 1965

DD/S ADMINISTRATIVE
NOTICE No. 65-2

DD/S EMERGENCY NOTIFICATION PLAN

Attached is the current DD/S Emergency Notification Plan which replaces Attachment 1 to DD/S Administrative Instruction No. 64-12, Instructions for Deploying the Initial Emergency Relocation Force.

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

25X1A

ACTING EXECUTIVE OFFICER

Attachment:
Emergency Notification Plan

*Rescinded per
DD5 Admin Guidance
no. 67-2, dtd 17 May 67*

S-E-C-R-E-T

GROUP 1
Excluded from automatic
downgrading and
declassification

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

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Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

S-E-C-R-E-T

DD/S 65-0730

SECURITY
1 March 1966

DD/S ADMINISTRATIVE
NOTICE No. 66-1

DD/S EMERGENCY NOTIFICATION PLAN

Attached is the current DD/S Emergency Notification Plan which replaces Attachment 1 to DD/S Administrative Instruction No. 64-12, Instructions for Deploying the Initial Emergency Relocation Force.

FOR THE DEPUTY DIRECTOR FOR SUPPORT :

[REDACTED]

25X1A

EXECUTIVE OFFICER

Attachment:
Emergency Notification Plan

*Rescinded per
DD5 Admin Instruction
No. 67-2, dtd 17 May 67*

S-E-C-R-E-T

GROUP 1
Excluded from automatic
downgrading and
declassification

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Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

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*Resubmitted
10/25/72*

RECORDS AND CORRESPONDENCE
16 November 1966

DD/S ADMINISTRATIVE
NOTICE No. 66-2

PREPARATION OF CORRESPONDENCE

1. During the temporary absence of Lawrence K. White, Executive Director-Comptroller, from 21 through 30 November 1966, all correspondence which would normally be prepared for his signature or approval will be prepared for the signature or approval of the Deputy Director of Central Intelligence.

2. Your attention is invited to Headquarters Notice [REDACTED] dated 9 November 1966, subject: "Preparation of Correspondence".

STATINTL

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

STATINTL

[REDACTED]
EXECUTIVE OFFICER

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PERSONNEL
12 November 1968

DD/S ADMINISTRATIVE
NOTICE No. 68-1

*Rescinded
10/25/72*

ANNOUNCEMENT OF ASSIGNMENT

Effective 12 November 1968 [REDACTED] is assigned as Special
Planning Assistant to the Deputy Director for Support, vice [REDACTED]
reassigned.

25X1A

25X1A

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

[REDACTED]

EXECUTIVE OFFICER

25X1A

C-O-N-F-I-D-E-N-T-I-A-L

PERSONNEL
16 January 1969

DD/S ADMINISTRATIVE
NOTICE No. 69-1

*Rescinded
12/25/72*

SECRETARIAL AND CLERICAL VACANCIES, VIETNAM STATION

The Support Directorate needs your help in meeting the critical personnel staffing requirements of the Vietnam Station. There is an urgent need to provide qualified Support personnel for a number of positions which are vital to our effort in support of the Station. Specifically, the Support Division of the Vietnam Station has the following secretarial and clerical positions which are currently vacant or which will soon require qualified replacement personnel:

Office of the Chief of Support Division

Secretary-steno

Finance

Secretary-steno

Logistics

Two Clerk-stenos

Personnel

Secretary (Pers. Asst.)
Clerk-typist

Security

Secretary-steno
Clerk-typist

C-O-N-F-I-D-E-N-T-I-A-L

GROUP 1
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downgrading and
declassification


C-O-N-F-I-D-E-N-T-I-A-L

Qualified applicants in grades GS-04 through GS-08 will be considered; minimum age is 21.

The Deputy Director for Support has assured the Deputy Director for Plans that every effort will be made to fill these eight positions with qualified personnel from Support Offices; not only would this help in the overall Station effort, but this arrangement would have the added advantage of bringing Headquarters Support Office experience into Saigon support activities.

All Headquarters Support secretarial and clerical personnel are invited and urged to consider applying for one of the above upcoming vacancies. Normal tours are 18 months. There is a 25 percent post differential for Vietnam and special provisions have been made for both leave and rest and recuperation (R&R) travel. If you are interested, please notify the Placement Division/Office of Personnel, extension 6302, and you will be contacted for discussion of these opportunities.

25X1A

 R. L. BANNERMAN
Deputy Director
for Support

Distribution: All employees of Support Directorate

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BY REGS CONTROL BRANCH.

C-O-N-F-I-D-E-N-T-I-A-L

DD/S 69-0121

28 JAN 1970

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Secretarial/Clerical Vacancies in Vietnam Station

1. As you know, our Directorate through each of your Offices has played and continues to play an important role in support of our efforts in Vietnam, and I am pleased to say that we have been commended for the contribution we have made.
2. Now the Deputy Director for Plans has asked for our further assistance in meeting the extensive secretarial and clerical requirements of the Vietnam Station.
3. The importance of these supporting personnel at posts such as Saigon cannot be overemphasized, and I have told the Deputy Director for Plans that I would make an all-out effort to find within this Directorate qualified personnel to meet this urgent need. Specifically I have identified eight positions in the various support elements of the Support Division of the Vietnam Station which I think can and should be staffed by personnel of our Directorate.
4. These positions are shown in an Employee Notice which I shall have distributed to all secretaries and clerical personnel in the Support Directorate. This same notice invites and encourages these personnel to consider volunteering for service in Vietnam to meet our staffing requirements. Those who are interested in volunteering are being advised to notify the Placement Division, Office of Personnel, which will in turn make arrangements through appropriate administrative

SECRET

- 2 -

channels for these personnel to be interviewed by the Personnel Officer in the FE Division and, if accepted, to be scheduled for the necessary FE/DDP orientation. With respect to qualifications, the FE Division has indicated that apart from the normal skills required, they would prefer that personnel considering assignment to Vietnam be twenty-five years of age with experience in a previous overseas tour; however, consideration will be given to mature younger personnel (at least age 21) with some years of Headquarters experience.

5. The staffing requirements for the Vietnam Station and my commitment to the Deputy Director for Plans to assist in meeting these needs are both very real and I would ask that you and your staffs cooperate to the utmost in publicizing the notice to which I have referred and in encouraging those of your personnel who can qualify to volunteer for these important assignments.

R. L. Bannerman
Deputy Director
for Support

cc: Chief, Support Services Staff

25X1A

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Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

SECRET

DD/S 71-3589

PERSONNEL
7 September 1971

DD/S ADMINISTRATIVE
NOTICE No. 71-2

Rescinded
10/25/72

ANNOUNCEMENT OF ASSIGNMENT

The following assignment in the Office of the DD/S is effective
7 September 1971:

25X1A

[REDACTED] Executive Officer to the
Deputy Director for Support, vice M [REDACTED]
reassigned.

25X1A

25X1A

JOHN W. COFFEY
Deputy Director
for Support

Distribution:

- Orig - DD/S subject
- 1 - DD/S chrono
- 1 - DD/S
- 1 - ADD/S
- 1 - EO-DD/S
- 1 - Ea: D/CO, D/F, D/L, D/MS, D/P, D/S, D/TR
- 1 - SSA-DD/S
- 1 - C/SOS-DD/S
- 1 - C/PS-DD/S
- 1 - SA-DD/S
- 1 - CMO-DD/S
- 1 - C/SSS-DD/S
- 1 - C/RAB-DD/S

SECRET

DD/S 71-3589

DD/S 72-0173

SECURITY
17 January 1972

DD/S ADMINISTRATIVE
NOTICE No. 72-1

RESTRICTIONS ON USE OF CAFETERIA FACILITIES

*Rescinded
by AI 72-11
Jth.*

1. Support Directorate employees who are under cover are cautioned that the North Cafeteria and the Rendezvous Room, which is at 1F-83, in the same corridor as the North Cafeteria, are open to many non-Agency personnel who do not have general access to the Headquarters Building. Unless their cover is such that it would logically support their presence there, they should therefore not use these facilities. They should also avoid Corridor 1F during the hours when non-Agency personnel may be going to or from the North Cafeteria or the Rendezvous Room, that is, on Mondays through Fridays between 1045 and 1430 and between 1715 and 2000, and on Saturdays between 0845 and 1200.

2. Admission to the North and South Cafeterias and the Rendezvous Room is on the following basis:

a. The South Cafeteria is restricted to badged Agency employees; persons such as liaison representatives of other U. S. agencies and consultatory personnel who have Type 2, Visitor-No-Escort, badges; and persons, such as GSA personnel, guards, telephone company employees, typewriter repairmen and other service personnel, who have Type 4 badges.

b. The North Cafeteria and the Rendezvous Room are open, not only to the personnel described above, but also to escorted visitors,

25X1C
25X1C

[REDACTED] prospective employees who are not yet cleared; wives or husbands accompanying spouses who are Agency employees; and employees of the Fairbanks Highway Research Station of the Bureau of Public Roads.

[REDACTED]
Deputy Director
for Support

25X1A

Distribution:

Orig - DD/S subject	1 - SSA-DD/S	1 - C/SSS-DD/S
1 - DD/S chrono	1 - C/SOS-DD/S	1 - C/RAB-DD/S
1 - DD/S	1 - C/PS-DD/S	1 - EA: D/CO, D/F, D/L,
1 - ADD/S	1 - SA-DD/S	D/MS, D/P, D/S, D/TR
1 - EO-DD/S	1 - CMO-DD/S	

CONFIDENTIAL

PERSONNEL
1 September 1972

DD/S ADMINISTRATIVE
NOTICE No. 72-2

(This Notice expires on 1 September 1973)

ANNOUNCEMENT OF ASSIGNMENT

The following assignment in the Office of the DD/S is effective

5 September 1972:

25X1A

25X1A

[REDACTED], Chief, Support Services Staff,
vice [REDACTED], reassigned.

25X1A

[REDACTED]
JOHN W. COFFEY
Deputy Director
for Support

Distribution:

- O - DD/S Subject
- 1 - ExDir-Compt
- 1 - DD/I
- 1 - DD/P
- 1 - DD/S&T
- 1 - DD/S
- 1 - ADD/S
- 1 - EO-DD/S
- 1 - Ea: D/CO, D/F, D/L, D/MS, D/P, D/S, D/TR
- 1 - SSA-DD/S
- 1 - C/SOS-DD/S
- 1 - C/PS-DD/S
- 1 - SA-DD/S
- 1 - CMO-DD/S
- 1 - C/SSS-DD/S
- 1 - C/RAB-DD/S
- 1 - DD/S Chrono

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§ 5B(1), (2) (3) or (4) (circle one or more)	
AUTOMATICALLY DECLASSIFIED ON	
IMPDET	

CONFIDENTIAL

ADMINISTRATIVE - INTERNAL USE ONLY

SECURITY
15 September 1972

DD/S ADMINISTRATIVE
NOTICE NO. 72-3

(This Notice expires on 15 September 1973)

IDENTIFICATION OF DOCUMENT CLASSIFIER

DD/S Administrative Instruction No. 72-5 dated 28 June 1972 is hereby rescinded.

Attention is directed to Headquarters Notices [REDACTED]

STATINTL

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

[REDACTED]
Executive Officer to the
Deputy Director for Support

STATINT

25X1A DDS/SOS [REDACTED] kbp (14 Sep 72)

Distribution:

- O - DD/S Subject
- 1 - DD/S Chrono
- 1 - Ea: D/CO, D/F, D/L, D/MS, D/P, D/S, D/TR
- 1 - DD/S
- 1 - ADD/S
- 1 - EO-DD/S
- 1 - SSA-DD/S
- 1 - C/SOS/DDS
- 1 - C/PS/DDS
- 1 - SA/DDS
- 1 - CMO/DDS
- 1 - EA: C/SSS, C/RCB, C/RAB

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

PERSONNEL
9 November 1972

DD/S ADMINISTRATIVE
NOTICE NO. 72-4

(This Notice expires on 9 November 1973)

ANNOUNCEMENT OF ASSIGNMENT

Effective immediately, [REDACTED] is the Chairman, Support STATINTL
Services Historical Board, vice [REDACTED] STATINTL

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

[REDACTED]
Executive Officer to the STATINTL
Deputy Director for Support

Distribution:

Orig -DD/S subject
1 -DD/S chrono
1 -Ea: D/CO, D/F, D/L, D/MS, D/P, D/S, D/TR
1 -DD/S
1 -ADD/S
1 -EO-DD/S
1 -SSA-DD/S
1 -C/PS-DD/S
1 -SA-DD/S
1 -A-CMO-DD/S
1 -C/SSS
1 -C/RCB
1 -C/RAB

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

LOGISTICS
30 November 1972

DD/S ADMINISTRATIVE
NOTICE NO. 72-6

(This Notice Expires on 30 November 1973)

CAR POOL RESERVED PARKING PERMITS

STATINTL

Reference: HN [REDACTED] dated 16 November 1972

1. Applications for Headquarters Building car pool reserved parking permits will be submitted to Chief, Logistics Services Division, Office of Logistics, through the Executive Officer to the Deputy Director for Support using the attached format.
2. Each application for a permit must contain the names and signatures of at least three members of the car pool. Car pool members are not entitled to other reserved or lane parking permits.
3. Two copies of the permit will be issued initially. A maximum of three additional copies may be obtained by written request from the car pool members to C/LSD/OL.
4. Car pool permits will be assigned as applications are received and can be used beginning 2 January 1973. Permits will be forwarded to the principal applicant through the EO-DD/S and the applicant's component Chief of Support.

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

[REDACTED]
Executive Officer to the
Deputy Director for Support

STATINTL

Attachment

ADMINISTRATIVE - INTERNAL USE ONLY

C-O-N-F-I-D-E-N-T-I-A-L
(When filled in)

MEMORANDUM FOR: Chief, Logistics Services Division, OL
Room 4E-06 Hqs.

THROUGH : 1. Chief of Support, _____
2. Executive Officer to the DD/S
Room 7D-24 Hqs.

SUBJECT : Request for Car Pool Parking Permit

The undersigned have formed a car pool and hereby make application
for a car pool reserved parking permit in (North) (South) Parking Lot.

Name (Print or Type)	Component (Room No. & Tel. Ext.)	Signature
_____	_____	_____
(Principal Applicant)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C-O-N-F-I-D-E-N-T-I-A-L
(When filled in)

E 2 IMPDET
CL BY _____

TRANSMITTAL SLIP		DATE 21 Nov 72
TO: DD/S Subject Copy		
V NO.	BUILDING	
REMARKS:		
<p>Regular distribution made, plus copies to:</p> <div style="background-color: black; width: 200px; height: 50px; margin: 10px 0;"></div> <p>marked FYI.</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

STATINTL

[Signature]
11/20
[Redacted] (for signature)

STATINTL

RTW
Subject to govt
approval, Sec
sign and
issue the AN.
kbp

[Signature]
FIVE
PAW
22 NOV 1972

ADMINISTRATIVE - INTERNAL USE ONLY

*Revised by AN 73-8
dtd 20 July 73*

(This Notice Expires on 1 March 1974)


PERSONNEL
20 February 1973DD/S ADMINISTRATIVE
NOTICE NO. 73-1

APPOINTMENT OF OFFICE EEO REPRESENTATIVES


1. The Executive Secretary (CIA Management Committee) has recently requested the appointment of an Equal Employment Opportunity Representative in each Directorate Office in order to further the EEO Program.

2. In compliance with this request, the following persons have been appointed to serve in these positions:

STATINTL

<u>OFFICE</u>	<u>NAME</u>	<u>PHONE</u>	<u>LOCATION</u>
Communications		3701	601-C Magazine
Finance		2245	1212 Key
Logistics		3357	1236 Ames
Medical Services		3247	706 Chamber of Commerce
Personnel		6772	5-E-68 Headquarters
Security		5861	4-E-60 Headquarters
Training		2193	1036 Chamber of Commerce

STATINTL


Executive Officer to the
Deputy Director for Support

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

RECORDS AND CORRESPONDENCE
15 March 1973

DD/S ADMINISTRATIVE
NOTICE NO. 73-2

PREPARATION OF CORRESPONDENCE

Effective 17 March 1973, correspondence requiring the signature of the Deputy Director for Support will be prepared as follows:

HAROLD L. BROWMAN
Deputy Director for Support

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

STATINTL

Executive Officer to the
Deputy Director for Support

*Rescinded by
JAN 96-20
dtd 12/28/76*

ADMINISTRATIVE - INTERNAL USE ONLY

RECORDS AND CORRESPONDENCE
23 March 1973

DD/M&S ADMINISTRATIVE
NOTICE NO. 73-3

Rescission: DD/S Administrative Notice No. 73-2
dated 15 March 1973


PREPARATION OF CORRESPONDENCE

Effective immediately, correspondence requiring the
signature of the Deputy Director for Management and Services
will be prepared as follows:

HAROLD L. BROWMAN
Deputy Director
for
Management and Services

FOR THE DEPUTY DIRECTOR FOR MANAGEMENT AND SERVICES:

STATINTL


Executive Officer to the
Deputy Director
for Management and Services

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

(This Notice Expires on 1 April 1974)

RECORDS AND CORRESPONDENCE
30 March 1973

DD/M&S ADMINISTRATIVE
NOTICE NO. 73-4

PREPARATION OF CORRESPONDENCE

1. The following multiple addressee format should be used in preparing memoranda addressed to the Deputy Directors and Heads of Independent Offices:


Deputy Director for Intelligence
Deputy Director for Management and Services
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy to the DCI for the Intelligence Community
Director of National Estimates
General Counsel
Inspector General
Legislative Counsel
Director of Planning, Programming and Budgeting

2. The Administrative Officer, Office of the DCI (AO/DCI) should receive an information copy.

3. The Deputy Director for Management and Services should be omitted as an addressee if a memorandum is prepared for his signature.

FOR THE DEPUTY DIRECTOR FOR MANAGEMENT AND SERVICES:

STATINTL



Executive Officer to the
Deputy Director
for Management and Services

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

(This Notice Expires on 1 May 1974)

RECORDS AND CORRESPONDENCE
26 April 1973

DD/M&S ADMINISTRATIVE
NOTICE NO. 73-5


REDESIGNATION OF TITLE

Effective immediately, the title Assistant Deputy Director for Management and Services is redesignated Associate Deputy Director for Management and Services. Correspondence requiring Mr. Wattles' signature should be prepared as follows:

Robert S. Wattles
Associate Deputy Director
for
Management and Services

FOR THE DEPUTY DIRECTOR FOR MANAGEMENT AND SERVICES:

STATINTL



Executive Officer to the
Deputy Director
for Management and Services

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

PERSONNEL
10 July 1973


DD/M&S ADMINISTRATIVE
NOTICE NO. 73-6

(This Notice expires on 1 August 1974)

ANNOUNCEMENT OF ASSIGNMENT

The following assignment in the Office of the DD/M&S
was effective 5 July 1973:

STATINTL

 Career Management Officer
to the Deputy Director for Management and Services
(CMO-DD/M&S).

FOR THE DEPUTY DIRECTOR FOR MANAGEMENT AND SERVICES:

STATINTL


Executive Officer

ADMINISTRATIVE - INTERNAL USE ONLY

(This Notice Expires on 1 August 1974)


ORGANIZATION
16 July 1973

DD/M&S ADMINISTRATIVE
NOTICE NO. 73-7

MEMBERS OF THE MANAGEMENT AND SERVICES
ADVISORY GROUP

REFERENCE: DD/M&S Administrative Instruction No. 73-11, dtd 15 Jun 73

Following is a list of Management and Services Advisory Group (MSAG)
members, effective 2 July 1973.

Office	Name	Room	Extension	Term
STATINTL "MG" Career Service		5B 2828 Hqs	4158	1 yr
Communications		806 Ames	2952	6 mo
Finance		615 Key	2967	6 mo
Joint Computer Support		GA 0513 Hqs	4045	1 yr
Logistics		1136 Ames	3173	6 mo
Medical Services		1D 4054 Hqs	7151	6 mo
Personnel		5D 47 Hqs	6302	6 mo
Planning, Programming and Budgeting		4E 12 Hqs	7865	1 yr
Security		7D 60 Hqs	5906	1 yr
Training		426 C of C	3065	1 yr

FOR THE DEPUTY DIRECTOR FOR MANAGEMENT AND SERVICES:


Executive Officer

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

*Received by
AN 74-1 dtd 2/28/74*

ADMINISTRATIVE - INTERNAL USE ONLY

(This Notice Expires on 1 August 1974)

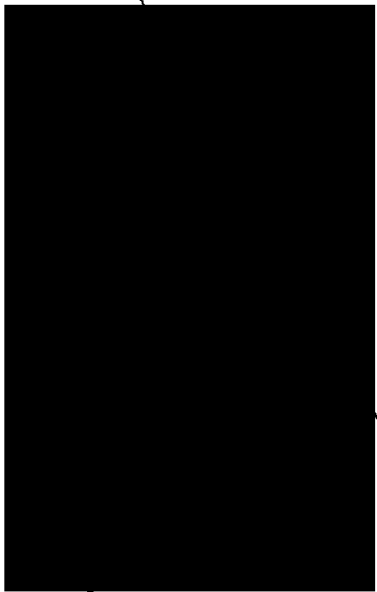
PERSONNEL
20 July 1973DD/M&S ADMINISTRATIVE
NOTICE NO. 73-8

Rescission: DD/S Administrative Notice No. 73-1, dtd 20 Feb 73

APPOINTMENT OF OFFICE EEO REPRESENTATIVES


1. In response to a request last February of the Executive Secretary (CIA Management Committee), an Equal Employment Opportunity Representative was appointed in each Directorate Office in order to further the EEO Program.

2. The addition of the Offices of Joint Computer Support and Planning, Programming and Budgeting to this Directorate, plus subsequent personnel changes in the other Offices, has made it necessary to revise the list of these representatives as follows:

<u>Office</u>	<u>Name</u>	<u>Phone</u>	<u>Location</u>	STATINTL
Communications		3701	601-C Magazine	
Finance		2245	1212 Key	
Joint Computer Support		4011	2E 29 Hqs	
Logistics		3357	1236 Ames	
Medical Services		3247	706 C of C	
Personnel		6772	5E 68 Hqs	
Planning, Programming and Budgeting		6503	4E 12 Hqs	
Security		5861	4E 60 Hqs	
Training		2200	1001 C of C	

FOR THE DEPUTY DIRECTOR FOR MANAGEMENT AND SERVICES:

STATINTL


Executive Officer

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

PERSONNEL
23 August 1973


DD/M&S ADMINISTRATIVE
NOTICE NO. 73-9

(This Notice expires on 4 September 1973)

ACTING DD/M&S

During the temporary absence of the Associate Deputy Director and myself from the metropolitan Washington area, 1 through 3 September 1973, John F. Blake is designated Acting DD/M&S.

STATINTL



HAROLD L. BROWNMANN
Deputy Director
for
Management and Services

cc: Ops Center
Executive Secretary
DCI D/O
Mr. Blake
Cable Secretariat
Security Duty Officer

ADMINISTRATIVE - INTERNAL USE ONLY

PERSONNEL
17 October 1973

DD/M&S ADMINISTRATIVE
NOTICE NO. 73-10

(This Notice Expires on 31 December 1973)

FAMILY VISITS TO AGENCY HEADQUARTERS

1. The Family Visitation Day Program will be conducted this year during the period 3 November through 1 December 1973. As in the past, the purpose of the program is to give the families of Agency personnel an opportunity to see the Headquarters Buildings, and other selected buildings in the Washington Metropolitan area.

2. For your guidance, the following information, consistent with the guidelines outlined in the attachment, is provided:

a. The program for the Management and Services Directorate is scheduled for 3 November at 1000 hours and will consist of the following events:

<u>Location</u>	<u>Event</u>
Auditorium	Introductory Remarks - Mr. W. E. Colby (approximately 5 minutes)
Auditorium	Remarks by Mr. Harold L. Brownman (approximately 10 minutes)
Auditorium	Film - "Need to Know" - Optional (approximately 45 minutes)
Headquarters	Tour of Building
Employee's Office	Tour

b. Employees will accompany their guests throughout the visit.

c. No temporary badges or tickets will be issued. Entrance of non-employees to the auditorium and Headquarters areas will be based on the display of the badge of the accompanying employee.

C-O-N-F-I-D-E-N-T-I-A-L

E2 IMPDET
CL BY 057999

-2-

d. Participants may enter and leave the Headquarters grounds through Gate #1 (Route 123) or Gate #3 (Parkway). Gate #3 will open at 0900 and close at 1330.

e. Parking will be permitted in the Visitors Parking Lot near the Main Entrance and in any unreserved spaces in North and other parking lots.

f. All participants will be expected to report initially to the auditorium and remain there through Mr. Brownman's remarks. Those who do not wish to see the film, "Need to Know", may proceed in touring the building.

25X1A 3. Please advise the Management and Services Directorate Coordinator, [REDACTED] x6833, no later than 24 October 1973, of the numbers of participants expected from Management and Services offices.

FOR THE DEPUTY DIRECTOR FOR MANAGEMENT AND SERVICES:

[REDACTED]
Executive Officer

25X1A

C-O-N-F-I-D-E-N-T-I-A-L

FAMILY VISITS TO AGENCY HEADQUARTERS

GUIDELINES

Purpose

To give the families of employees an opportunity to see the Headquarters and other selected buildings in the metropolitan area.

Guests

Eligible guests are limited to employees, including Type I (Internal) contract employees and detailees from other agencies and the military services, currently assigned in the metropolitan area, and witting members of their immediate families as follows: spouse, mature and responsible children, mother, father, and other close relatives living with the employee. A Deputy Director or higher authority may further restrict the above list of eligible guests as considered necessary for specific Directorate visits.

25X1A

Buildings

The following buildings will be open, as appropriate, for the visitations:

Headquarters
Chamber of Commerce
Ames
Key
Magazine

The opening for visitation of other buildings occupied exclusively by one Directorate will be at the discretion of the Deputy Director concerned.

C-O-N-F-I-D-E-N-T-I-A-L

Tour

The following areas in the Headquarters Building will be open for all visitations:

Library
Corridor displays (1st floor)
Auditorium
Communications Center
OJCS Computer Center
Credit Union
EAA Store (no sales)
Rendezvous Room (no meal service)
Cafeterias (no meal service)
Office of Medical Services (1-D-40)

Deputy Directors will determine the suitability of opening employee offices for the visit. It should be recognized that most offices in restricted areas and offices open for regular business during the visits would not be appropriate tour stops for guests.

Program

Assuggested program for each visit would be:

<u>Location</u>	<u>Event</u>
Auditorium	As decided by the appropriate Deputy Director
Headquarters	Tour
Employee's Office	Tour (if approved by DD)

Schedule

Because of the numbers involved, each Directorate should handle its own program. Two programs (beginning at 0930 and 1130 hours) each Saturday is the maximum that should be undertaken. Each group will be limited to 500 because of the seating capacity in the auditorium. The following schedule is suggested:

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

*Revised by
12/28/76*OPERATIONS
2 November 1973DD/M&S ADMINISTRATIVE
NOTICE NO. 73-11

DD/M&S DUTY OFFICER FOR THE OPERATIONS CENTER

1. The Management and Services Directorate does not have a full-time duty officer serving with the Operations Center since most M&S Offices and Staffs have on-duty, or on-call, officers who handle emergency situations that arise during non-duty hours. The Cable Secretariat duty officer, who is located in the communications room in the Operations Center, alerts these officers when actions are required.

2. During crisis situations, however, there is a need for an M&S duty officer in the Operations Center. This officer will be responsible for ensuring that Management and Services support to the crisis situation is carried out quickly and effectively. A Management and Services officer will be detailed to the Center when:

a. the Director of Central Intelligence directs that a major task force be formed;

b. in the judgment of the Chief, Operations Center, in conjunction with the other appropriate officials, that the formation of a task force is eminent and that support from M&S offices is urgently needed, thus requiring the full attention of a Management and Services duty officer; or

c. it appears that a task force already formed will remain active for an extended period of time and will require administrative support and guidance during this period.

3. Officers who may be called on to serve in the Operations Center are listed in the attachment. Those selected to serve will be notified by the Management and Services Executive Officer or the Special Support Assistant when the situation requires. Past experience indicates that an M&S duty officer will rarely be required for more than a few days to a week. Consequently, because of the sizeable number of experienced senior M&S officers available, one 8-hour shift probably will be the extent of extra duty required for any one officer.

FOR THE DEPUTY DIRECTOR FOR MANAGEMENT AND SERVICES:

25X1A


Executive Officer

Att

C-O-N-F-I-D-E-N-T-I-A-L

E2 IMPDET
CL BY 057999

25X1A

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

ADMINISTRATIVE - INTERNAL USE ONLY

(This Notice Expires on 1 July 1974)

ORGANIZATION
27 December 1973

DD/M&S ADMINISTRATIVE
NOTICE NO. 73-12

MEMBERS OF THE MANAGEMENT AND SERVICES
ADVISORY GROUP

REFERENCE: DD/M&S Administrative Instruction No. 73-11, dtd 15 Jun 73

RESCISSION: DD/M&S Administrative Noitce No. 73-7, dtd 16 Jul 73

Following is a list of Management and Services Advisory Group (MSAG)
members, effective 1 January 1974.

STATINTL

<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>	<u>Term Expiration</u>
'MG' Career Service		5B 2828 Hqs	4158	Jul 74
Communications		2D 0109 Hqs	6731	Jan 75
Finance		615 Key	2967	Jan 75
Joint Computer				
Support		1D 1601 Hqs	4465	Jul 74
Logistics		1104 Ames	3173	Jan 75
Medical Services		706 C of C	3247	Jan 75
Personnel			2011	Jan 75
Security		4E 27 Hqs	5365	Jul 74
Training		426 C of C	2381	Jul 74

25X1A

FOR THE DEPUTY DIRECTOR FOR MANAGEMENT AND SERVICES:

[Redacted Signature]

Executive Officer

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

Distribution:

- Orig - DD/M&S Subject
- 1 - DD/M&S Chrono
- 1 - Ea: D/CO(2), D/F, D/JCS, D/L, D/MS, D/P(4), D/S, D/TR, C/ISAS, C/HS, C/RCS
- 1 - DD/M&S
- 1 - ADD/M&S
- 1 - EO-DD/M&S
- 1 - SSA-DD/M&S
- 1 - CMO-DD/M&S
- 1 - SA-DD/M&S
- 1 - C/PS-DD/M&S
- 1 - MSAG Working File
- 1 - Ea: Above listed member of MSAG

ADMINISTRATIVE - INTERNAL USE ONLY

AN 75-1

PERSONNEL
28 February 1974

DD/M&S ADMINISTRATIVE
NOTICE NO. 74-1

Recission: DD/M&S Administrative Notice No. 73-8, dtd 20 July 1973

APPOINTMENT OF OFFICE EEO REPRESENTATIVES

1. In response to a request in February 1973 of the Executive Secretary (CIA Management Committee), an Equal Employment Opportunity Representative was appointed in each Directorate Office in order to further the EEO Program.

2. The deletion of the Office of Planning, Programming and Budgeting from this Directorate, plus subsequent personnel changes in the other Offices, has made it necessary to revise the list of these representatives as follows:

STATINTL

<u>Office</u>	<u>Name</u>	<u>Phone</u>	<u>Location</u>
Communications		2027	605A Magazine
Finance		2245	1212 Key
Joint Computer Support		4011	2E29 Hqs.
Logistics		3357	1236 Ames
Medical Services		3247	706 C of C
Personnel		6772	5E68 Hqs.
Security		5861	4E60 Hqs.
Training		3137	1036 C of C

FOR THE DEPUTY DIRECTOR FOR MANAGEMENT AND SERVICES:

STATINTL

Executive Officer

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

PERSONNEL
26 June 1974

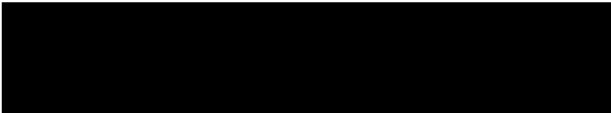
DD/M&S ADMINISTRATIVE
NOTICE NO. 74-2

(This Notice expires on 15 July 1974)

ACTING DD/M&S

During my absence from the office, 5 through
14 July 1974, John F. Blake is designated Acting DD/M&S.

STATINTL


HAROLD L. BROWMAN
Deputy Director
for
Management and Services

cc: Ops Center
Executive Secretary
DCI D/O
Mr. Blake
Cable Secretariat
Security Duty Officer

ADMINISTRATIVE - INTERNAL USE ONLY

(This Notice Expires on 1 January 1975)

ORGANIZATION
10 July 1974

DD/M&S ADMINISTRATIVE
NOTICE NO. 74-4

MEMBERS OF THE MANAGEMENT AND SERVICES
ADVISORY GROUP

REFERENCE: DD/M&S Administrative Instruction No. 73-11, dtd 15 Jun 73

RESCISSION: DD/M&S Administrative Notice No. 73-12, dtd 27 Dec 73

Following is a list of Management and Services Advisory Group (MSAG)
members, effective 1 July 1974.

STATINTL

<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>	<u>Term Expiration</u>
MG Career Service		3C34, Hqs	5516	July 75
Communications		2D0105, Hqs	6758	Jan 75
Finance		4E12, Hqs	7865	Jan 75
Joint Computer				
Support		GD5313, Hqs	4471	July 75
Logistics		1104 Ames	3173	Jan 75
Medical Services		706 C of C	3247	Jan 75
Personnel		5E47 Hqs	6302	Jan 75
Security		GE 31, Hqs	2273	July 75
Training		926 C of C	2063	July 75

FOR THE DEPUTY DIRECTOR FOR MANAGEMENT AND SERVICES:

[Redacted Signature]

Executive Officer

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9


(This Notice Expires on 1 July 1975)

ORGANIZATION
18 December 1974DD/A ADMINISTRATIVE
NOTICE NO. 74-5MEMBERS OF THE ADMINISTRATION MANAGEMENT
ADVISORY GROUP

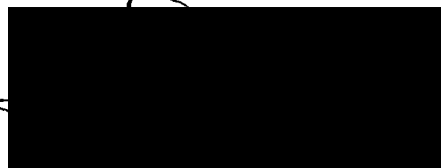
REFERENCE : DD/M&S Administrative Instruction No. 73-11, dtd 15 June 73

RESCISSION: DD/M&S Administrative Notice No. 74-4, dtd 10 July 1974

Following is a list of Administration Management Advisory Group (ADMAG) members, effective 1 January 1975.

<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>	<u>Term Expiration</u>	
MG Career Service		3C34, Hqs	5516	July 1975	STATINTL
Communications		GF40, Hqs	6438	January 1976	
Finance		702 Key	2071	January 1976	
Joint Computer Support		GD5313, Hqs	4471	July 1975	
Logistics		1112 Ames	3696	January 1976	
Medical Services		1D4061, Hqs	6677	January 1976	
Personnel		5B2828, Hqs	4158	January 1976	
Security		GE31, Hqs	2273	July 1975	
Training		926 C of C	2063	July 1975	

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION:



Executive Officer

STATINTL

*Rescinded by
9/20/90
dtd 12/28/96*PERSONNEL
22 January 1975DD/A ADMINISTRATIVE
NOTICE NO. 75-1

Recission: DD/M&S Administrative Notice No. 74-1, dated 28 February 1974

APPOINTMENT OF OFFICE EEO REPRESENTATIVES

In response to a request in February 1973 of the Executive Secretary (CIA Management Committee), an Equal Employment Opportunity Representative was appointed in each Directorate Office in order to further the EEO Program. Personnel changes in the DD/A Offices have made it necessary to revise the list of these representatives as follows:

<u>Office</u>	<u>Name</u>	<u>Phone</u>	<u>Location</u>
Communications		3708	605A Magazine
Finance		3194	1212 Key
Joint Computer Support		4011	2E29 Headquarters
Logistics		3357	1236 Ames
Medical Services		7791	1D4054 Headquarters
Personnel		6772	5E68 Headquarters
Security		5861	4E60 Headquarters
Training		3356	205 C of C

STATINTL

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION:


Executive Officer

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

(This Notice Expires on 1 February 1976)

PERSONNEL
16 January 1975

DD/A ADMINISTRATIVE
NOTICE NO. 75-2

ANNOUNCEMENT OF ASSIGNMENTS

1. Effective 7 January 1975, [REDACTED] was appointed Chief, Information Systems Analysis Staff (ISAS).

STATINTL

2. Also effective 7 January 1975, the Regulations Control Staff was redesignated the Regulations Control Branch under ISAS. [REDACTED] is the Acting Chief, Regulations Control Branch, temporarily located in Room 211 Key Building, extension 3796.

STATINTL

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION:

[REDACTED]

Executive Officer

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

Orig - DD/A Subject ✓

1 - DD/A Chrono

1 - DD/A

1 - ADD/A

1 - EO-DD/A

2 - D/CO

1 - D/F

1 - D/JCS

1 - D/D

1 - D/MS

4 - D/P

1 - D/S

1 - DTR

1 - C/ISAS

1 - C/RCS

1 - C/HS

1 - SSA-DD/A

1 - CMO-DD/A

1 - AA-DD/A

1 - C/PS-DD/A

1 - AR-DD/A

1 - AC-DD/A

Distribution made per

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

*Received by
AN 12-20
dtd 12/28/76*

MEDICAL
4 February 1975

DD/A ADMINISTRATIVE
NOTICE NO. 75-3

MULTIPHASIC TESTING PROGRAM

1. The Office of Medical Services has instituted a voluntary Multiphasic Testing Program (MTP) which will eventually offer all employees an opportunity to participate.

2. Multiphasic testing or screening coordinates the use of biomedical instrumentation and computer technology with conventional clinical tests and procedures for the measurement of a person's vital functions. The data developed is correlated with the person's medical history; when combined with a physical examination, it permits the evaluation of one's health.

3. The results of the Multiphasic tests are discussed with each participant by a physician and/or paramedical personnel. In some instances a physical examination will be performed.

4. Those employees who have not been previously tested in the program and who wish to participate at this time are requested to fill in the portion below and return to the Office of Medical Services, Registrar: MPT, Room 1-D-4040. Upon receipt of this information, you will be notified of your appointment and be sent a Medical History Form to complete.

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION

STATINTL

Executive Officer

NAME: _____ EXTENSION _____
 Last First Middle
ROOM NUMBER _____ DATE OF LAST PHYSICAL _____

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: DD/A ADMINISTRATIVE NOTICE 73-5
MULTIPHASIC TESTING PROGRAM

DISTRIBUTION:

- 1 - Each DD/A Employee
- 1 - D/OMS
- 1 - DD/A Chrono w/o background
- 1 - DD/A Subject w/background
- 1 - LJD Chrono w/o "

STATINTL EO-DD/A [REDACTED] der (4 Feb 75)

USE ONLY

CONFIDENTIAL

SECRET

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

SUBJECT: (Optional)

MULTIPHASIC TESTING PROGRAM (MTP) - DD/A ADMINISTRATIVE NOTICE 75-3

FROM:

STATINTL

Executive Officer, DD/A
Room 7D-26, Headquarters

EXTENSION

NO.

6535

DATE

6 February 1975

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Communications
Room 2-D-00
Headquarters

The attached DD/A Notice was prepared at the request of the Office of Medical Services, and the intention is to provide a copy to each Directorate employee in the Headquarters area. It would be very much appreciated if you would arrange for appropriate distribution within your office.

Att - DD/A NOTICE 75-3 - Multiphasic Testing Program

Distribution

- 1 - D/OC w/atts
- 1 - D/OF w/atts
- 1 - D/OJCS w/atts
- 1 - D/OL w/atts
- 1 - D/OMS w/atts
- 1 - D/OP w/atts
- 1 - D/OS w/atts
- 1 - D/OTR w/atts
- 1 - C/IRS w/atts
- 1 - C/RCB w/atts
- 1 - C/ISAS w/atts
- 1 - C/HS w/atts
- 1 - SSA-DD/A w/atts
- 1 - CMO-DD/A w/atts
- 1 - Air Advisor w/atts
- 1 - AR-DD/A w/atts
- 1 - AC-DD/A w/atts

- 1 - DD/A Subject w/att
- 1 - DD/A Chrono w/o att
- 1 - LJD Chrono w/o att

EO-DD/A [REDACTED] 6 Feb 75

STATINTL

FORM 3-62

610

USE PREVIOUS EDITIONS

SECRET

CONFIDENTIAL

INTERNAL

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9 UNCLASSIFIED

STATINTL

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

ADMINISTRATIVE INTERNAL USE ONLY

~~DRAFT~~Medical
31 January 1975DD/Administrative
NOTICE NO. XXX 75-3Multiphasic Testing Program

1. The Office of Medical Services has instituted a voluntary Multiphasic Testing Program (MPT) which will eventually offer all employees a opportunity to participate.
2. Multiphasic Testing or Screening coordinates the use of biomedical instrumentation, and computer technology with conventional clinical tests and procedures for the measurement of a person's vital functions. The data developed is correlated with the person's medical history; when combined with a physical examination, it permits the evaluation of one's health.
3. The results of the Multiphasic tests are discussed with each participant by a physician and/ or para medical personnel. In some instances a physical examination will be performed.
4. Those employees who have not been previously tested in the program and who wish to participate at this time are requested to fill in the portion below and return to the Office of Medical Services, Registrar: MPT, Room 1-D-4040. Upon receipt of this information, you will be notified of your appointment and be sent a Medical History Form to complete.

STATINTL

[REDACTED]
Executive Officer

Name _____ Phone _____
Last First Middle
Room Number _____ Date of Last Physical _____

ADMINISTRATIVE - INTERNAL USE ONLY

*Rescinded by
DD/A Administrative
Notice
No. 75-9*

ORGANIZATION
11 June 1975

DD/A ADMINISTRATIVE
NOTICE NO. 75-4

MEMBERS OF THE ADMINISTRATION MANAGEMENT
ADVISORY GROUP

REFERENCE : DD/M&S Administrative Instruction No. 73-11, dtd 15 June 1973

RESCISSION: DD/A Administrative Notice No. 74-5, dtd 18 December 1974

STATINTL

Following is a list of Administration Management Advisory Group (ADMAG)
members, effect 1 July 1975.

25X1A

<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>	<u>Term Expiration</u>
MG Career Service		2F28 Hqs	5276	July 1976
Communications		GF40 Hqs	6438	January 1976
Finance		702 Key	2071	January 1976
Joint Computer Support		GA0519 Hqs	4311	July 1976
Logistics			4435	January 1976
Medical Services		1D4061 Hqs	6677	January 1976
Personnel		5B2828 Hqs	4158	January 1976
Security		3F22 Hqs	7293	July 1976
Training		1001 C of C	2200	July 1976

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION:


Acting Executive Officer

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

PERSONNEL
30 JUNE 1975

DD/A ADMINISTRATIVE
NOTICE NO. 75-5

(This Notice Expires on 20 July 1975)

ACTING DEPUTY DIRECTOR FOR ADMINISTRATION

During my temporary absence from the Office,
7 through 20 July 1975, Mr. John N. McMahon is designated
Acting Deputy Director for Administration.

STATINTL

John F. Blake
Deputy Director
for
Administration

cc: Operations Center
Executive Secretary
DCI Security Staff
Cable Secretariat
Security Duty Office (thru
Director of Security)
Mr. John N. McMahon

ADMINISTRATIVE - INTERNAL USE ONLY

25X1A

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

Distribution:

Orig - DD/A Subject

1 - DD/A Chrono

1 - DD/I

1 - DD/O

1 - DD/S&T

1 - ADD/A

1 - EO-DD/A

1 - Ea: D/CO, D/F, D/L, D/MS, D/P, D/S, D/TR
& D/JCS

1 - C/ISAS

1 - C/IRS

1 - RCS

1 - C/HS

1 - SSA-DD/A

1 - CMO-DD/A

1 - C/PS-DD/A

1 - AR/DD/A

1 - AI/DD/A

ADMINISTRATIVE - INTERNAL USE ONLY

PERSONNEL
29 JULY 1975


DD/A ADMINISTRATIVE
NOTICE NO. 75-6

(This Notice Expires on 15 August 1975)

ACTING DEPUTY DIRECTOR FOR ADMINISTRATION

During my temporary absence from the Office,
4 August through 15 August 1975, Mr. John N. McMahon
is designated Acting Deputy Director for Administration

STATINTL


John F. Blake
Deputy Director
for
Administration

Distribution:
Operations Center
Executive Secretary
DCI Security Staff
Cable Secretariat
Security Duty Office (thru
Director of Security)
Mr. John N. McMahon

ADMINISTRATIVE - INTERNAL USE ONLY

Distribution:

Orig - DD/A Subject

1 - DD/A Chrono

1 - DD/I

1 - DD/O

1 - DD/S&T

1 - ADD/A

1 - EO-DD/A

1 - Ea: D/CO, D/F, D/L, D/MS, D/P, D/S, D/TR
& D/JCS

1 - C/ISAS

1 - C/IRS

1 - RCS

1 - C/HS

1 - SSA-DD/A

1 - CMO-DD/A

1 - C/PS-DD/A

1 - AR/DD/A

1 - AI/DD/A

PERSONNEL
24 September 1975

DD/A ADMINISTRATIVE
NOTICE NO. 75-7

Reference: Directorate of Administration Personnel Management Handbook

APPOINTMENT OF SUB-GROUP GRIEVANCE COUNSELORS

In accordance with Section IX "Employee Grievances" of the Directorate of Administration Personnel Management Handbook, a Grievance Counselor has been appointed in each Directorate Sub-Group. The following list identifies these Grievance Counselors:

STATINTL

<u>Office</u>	<u>Name</u>	<u>Phone</u>	<u>Location</u>
Communications		3701	601 Magazine
Finance		2972	1213 Key
Joint Computer Support		4011	2E29 Headquarters
Logistics		3046	1226 Ames
Medical Services		6322	1D4040 Headquarters
Personnel		7841	5E67 Headquarters
Security		5861	4E60 Headquarters
Training		2483	1016 C of C
MG		7776	7C32 Headquarters

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION:

Executive Officer, DDA

STATINTL

Distribution:

Orig - DD/A Subject

1 - DD/A Chrono

1 - DD/A

1 - ADD/A

1 - EO-DD/A

1 - ea D/CO, D/F, D/JCS, D/L, D/MS,
D/P, D/S, DTR, C/ISAS, C/IRS, C/RCS,
C/HS

1 - SSA-DD/A

1 - CMO-DD/A

1 - AA-DD/A

1 - C/PS

1 - AR/DDA

1 - AI/DDA

1 - RAB/DDA

ADMINISTRATIVE - INTERNAL USE ONLY

(This Notice Expires on 15 October 1975) ✓

PERSONNEL
26 September 1975

DD/A ADMINISTRATIVE
NOTICE NO. 75-8

ANNOUNCEMENT OF ASSIGNMENT

Effective 22 September 1975, [REDACTED]

STATINTL

was designated Chief, Plans Staff, DDA.

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION:

[REDACTED]
Executive Officer, DDA

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

29 September 1975

Distribution of DDA Admin Notice No. 75-8

was made as follows:

- 1 - JFB
- 1 - JNM
- 1 - RFZ
- 1 - each DDA Office
- 1 - ISAS
- 1 - Regulations Control Branch
- 1 - History Staff
- 1 - SSA/DDO
- 1 - CMO
- 1 - AA/DDA
- 1 - Plans Staff
- 1 - Asst. for Information
- 1 - Asst. for Resources
- 1 - IPS

*Rescinded by
DD Admin Notice
76-7*

ORGANIZATION
15 December 1975

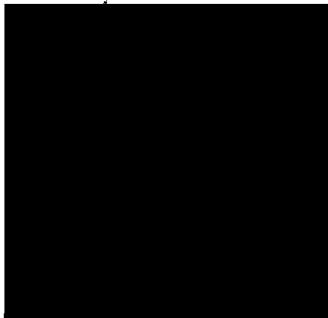
DD/A ADMINISTRATIVE
NOTICE NO. 75-9

MEMBERS OF THE ADMINISTRATION MANAGEMENT
ADVISORY GROUP

REFERENCE : DD/M&S Administrative Instruction No. 73-11, dtd 15 June 1973

RESCISSION: DD/A Administrative Notice No. 75-4, dtd 11 June 1975

Following is a list of Administration Management Advisory Group (ADMAG)
members, effective 1 January 1976:

<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>	<u>Term Expiration</u>
MG-Career Sub-Group		2F28 Hqs	5276	July 1976
Communications		1B16 Hqs	4225	January 1977
Finance		503 Key	2767	January 1977
Joint Computer Support		GA0519 Hqs	4311	July 1976
Logistics		1104 Ames	3173	January 1977
Medical Services		1D4054 Hqs	7442	January 1977
Personnel		626 C of C	3465	January 1977
Security		3F22 Hqs	7293	July 1976
Training		1001 C of C	2200	July 1976

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION:

STATINTL


Executive Officer

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY


PERSONNEL
18 DECEMBER 1975

DD/A ADMINISTRATIVE
NOTICE NO. 75-10
U

ACTING DEPUTY DIRECTOR FOR ADMINISTRATION

Effective 29 December 1975 through 4 January 1976,
Mr. John N. McMahon is appointed Acting Deputy Director
for Administration.

STATINTL


John F. Blake
Deputy Director
for
Administration

Distribution:

DDI
DDO
DDS&T
OLC
OGC
IG
C/Review Staff
NIO
IC
Exec. Secretary, CIA
ER
Cable Secretariat
Commo Watch Duty Officer
DCI Security Staff
SDO
Operations Center
Each DD/A Office Director

ADMINISTRATIVE - INTERNAL USE ONLY

*rescinded by
#10-81-2
dtd - 11 May 81*

SECURITY
14 January 1976

DDA ADMINISTRATIVE
NOTICE NO. 76-1

APPOINTMENT OF DDA SENIOR EMERGENCY EVACUATION OFFICER

In accordance with HR [REDACTED]
is hereby appointed to serve as the DDA Senior Emergency
Evacuation Officer vice [REDACTED]

STATINTL

STATINTL

STATINTL

for
[REDACTED]
for
Administration

PERSONNEL
27 JANUARY 1976

DDA ADMINISTRATIVE
NOTICE NO. 76-2

RESTORATION OF FORFEITED LEAVE

STATINTL

HN [REDACTED] dated 22 January 1975, authorized Deputy Directors to determine the propriety of factors responsible for cancellation of scheduled annual leave and to approve restoration of such forfeited leave. I hereby redelegate this authority to the Executive Officer/DDA for those situations occurring in this Directorate.

STATINTL

[REDACTED]
John F. Blake
Deputy Director
for
Administration

ADMINISTRATIVE - INTERNAL USE ONLY

PERSONNEL
17 MARCH 1976

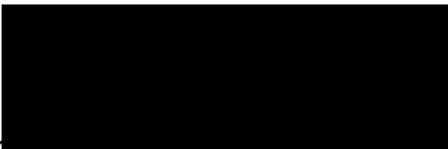
DD/A ADMINISTRATIVE
NOTICE NO. 76-3

(This Notice Expires on 28 March 1976)

ACTING DEPUTY DIRECTOR FOR ADMINISTRATION

During my temporary absence from the Office,
21 through 28 March 1976, Mr. John N. McMahon is designated
Acting Deputy Director for Administration.

STATINTL


John F. Blake
Deputy Director
for
Administration

Distribution:

DCI
DDCI
DDI
DDO
DD/S&T
D/DCI/NIO
AD/DCI/IC
IG
OGC
OLC
Executive Secretary
Operations Center
DCI Security Staff
Cable Secretariat
SDO (thru D/OS)
Each Office Director/DDA

C/FSAS
C/IPS

ADMINISTRATIVE - INTERNAL USE ONLY

C/RAB
History Staff

DDA ADMINISTRATIVE
NOTICE 76-4

PERSONNEL
23 April 1976

DDA FAMILY VISITATION DAY AT HEADQUARTERS

1. The Directorate of Administration will hold its family visit to the Headquarters Building, as well as other buildings occupied by DDA personnel, on May 15, 1976.

2. For your guidance, the following information is provided:

a. Eligible guests are limited to employees, including contract employees (only those authorized to enter the Headquarters Building) and detailees from other agencies and the military services, currently assigned in the Metropolitan area, and witting members of their immediate families as follows: spouse, mature and responsible children, mother, father, and other close relatives living with the employee. The DDA has further defined the phrase "mature and responsible children" as meaning those children who can appreciate this program and need for security--not necessarily limited to high schoolers, but presumably to those older than 3rd/4th graders. Parents should realize that their children may recognize employees who are under official cover.

STATINTL

c. The following buildings will be open, as appropriate, for the visitations: Headquarters, Chamber of Commerce, Ames, Key, Magazine, and [REDACTED]

STATINTL

STATINTL

d. The following areas in the Headquarters Building will be open for visitation:

d. (Cont'd)

Auditorium
Medical Services Exhibit (1-D-41)
Communications Center (1-B-21)
OJCS Computer Center (GC-03)
CIA Library (1-E-41)
Credit Union (1-J-33)
EAA Store (no sales) (1-J-37)
Rendezvous Room (no meal service)
Cafeterias (meal service in North
only) (1130-1400)

Employees will be permitted to escort members of their families to their offices except for offices open for regular business.

e. The program will include:

<u>Location</u>	<u>Event</u>
Auditorium	Introductory Remarks - Mr. Blake (1000 & 1100)
Headquarters	Tour of open areas (1000-1400)
Cafeteria (North)	Lunch (regular prices)
Employee's Office	Tour

3. The following ground rules shall apply:

a. Employees will be required to escort their spouse/relatives throughout the visit.

b. No temporary badges or tickets will be issued. Entrance of non-employees to the Auditorium and Headquarters areas will be based on the display of the badge of the accompanying employee.

c. Participants may enter and leave the Headquarters grounds through Gate #1 (Route 123) or Gate #3 (Parkway). Gate #3 will open at 0900 and close at 1330.

d. Parking at Headquarters Building will be permitted in the Visitors Parking Lot near the Main Entrance and in any unreserved spaces in North and other parking lots.

e. All participants will be expected to report initially to the Auditorium, after which they will be permitted to tour Headquarters Building or one of the other open buildings.

4. Because of the numbers involved, the program will be run in two sessions starting at 1000 and 1100 hours. Because of the limits on auditorium seating, the split should approximate 50-50, although some adjustments may be possible overall within the Directorate.

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION

STATINTL


Executive Officer, DDA

Distribution on this was made by Regs Control Br.

ADMINISTRATIVE - CLEARED FOR RELEASE

Expired - 1 May 77

ORGANIZATION
28 April 1976

DDA ADMINISTRATIVE
NOTICE No. 76-5
29 April 1976


(This Notice Expires on 1 May 1977)

MANAGEMENT ASSISTANCE PROGRAM (MAP) REVIEW COMMITTEE

1. There is distributed for the information of all concerned a charter for the MAP Review Committee.

2. Two Offices are not represented only because their needs and participation are of a lesser magnitude than the other Offices. This Directorate remains committed to the development and operation of the MAP programs and we believe this Review Committee will be of assistance in making a current assessment of both their progress and status.

STATINTL


John F. Blake
Deputy Director
for
Administration

Attachment

(3) Have been completed.

(4) Are still in development.

b. Identify those programs, in development, which should be selected for review.

c. Review the status of the selected MAP programs to:

(1) Identify accomplishments to date against planned milestones (MBO).

(2) Determine the reasons for any slippages which may have occurred, such as:

(a) Unrealistic milestones

(b) Inadequate resource commitment either by OJCS or the using component.

(c) System design or requirements were not frozen at a reasonable time and programs are being developed open-ended to accommodate new requirements.

(d) Program no longer has sufficient priority when weighed against other DD/A requirements.

(3) Determine which of the following actions should be taken in the case of serious slippages:

(a) Establish new milestones and operational start-up dates.

(b) Establish a higher priority and commitment of resources.

(c) Freeze system requirements or design.

(d) Suspend development to a later date.

MAP REVIEW COMMITTEE

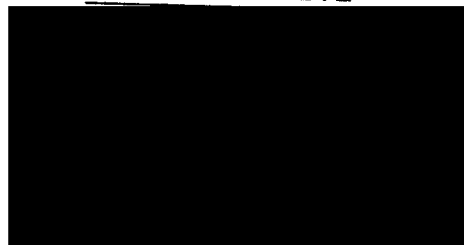
1. The Management Assistance Program (MAP) has now been underway since November 1973 and considerable progress has been made in developing the many systems involved in the Program. However, there has not been a recent overall review of the major systems and the priorities and level of effort required for their accomplishment. Because the many operational programs of the Directorate supported by MAP are dynamic and interrelated, with changes occurring constantly, and because of the continuing need to reassess the commitment of the limited resources of the Office of Joint Computer Support (OJCS), the Directorate can profit from an overall review at this time.

2. There is established, accordingly, a MAP Review Committee consisting of representatives of the Offices of Joint Computer Support, Logistics, Personnel, Finance, Security, and Medical Services. [REDACTED] Deputy Director of Joint Computer Support, is Committee Chairman. [REDACTED] of the Office of the DD/A is my representative on the Committee. Other representatives are:

OFFICE

REPRESENTATIVE

Personnel
Finance
Logistics
Security
Medical Services
Joint Computer Support



3. The overall objective of the exercise is to evaluate the need for each of selected MAP systems, the probability of its meeting planned milestones, and whether or not the current priority, i.e., commitment of resources, is appropriate to the requirements of the Directorate as we know them today.

4. In achieving this objective, the Committee will accomplish the following action steps:

a. Identify those MAP programs which:

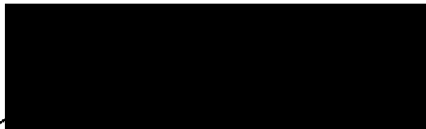
- (1) Were known in November 1973.
- (2) Have been added since November 1973.

d. Study the priorities given to all systems within the MAP (DD/A Support) parameter and determine whether the programs should be adjusted to bring about a different set of priorities.

5. The Committee is also authorized, at its own discretion to study the interrelationships of the systems now identified as MAP and determine whether any could be developed more feasibly as "stand-alone" systems, even if their future operation would have to be driven by mini-computers. Such decisions would have to be made within the framework of overall OJCS cognizance and participation.

6. The target date for completion of this review is 27 May 1976.

STATINTL


John F. Blake
Deputy Director
for
Administration

Distribution made by Regs Control Br.

PERSONNEL
27 May 1976

DDA ADMINISTRATIVE
NOTICE 76-6

DDA PERSONNEL ROTATION PROGRAM

POLICY

It is the policy of the Directorate of Administration that employees be given the opportunity to develop and strengthen their experience in the broadest possible areas of administrative support. To assist in achieving this goal a limited Directorate rotational program is established to select highly qualified individuals for assignment to positions in Sub-Groups other than their own. As experience is gained in operating this program its extension is envisioned.

ELIGIBILITY

Staff personnel in grades GS-14 through GS-16 are eligible for nomination. Those nominated will have demonstrated the ability to assume positions encompassing broader responsibilities and covering wider administrative dimensions. Each employee selected should have exhibited excellent performance in his area of responsibility as indicated by the last two fitness reports.

POSITION IDENTIFICATION AND SELECTION PROCESS

To implement this policy each DDA Office Director (except D/MS) will identify at least one position at the GS-15/16 grade level which may be staffed by an officer from another DDA Sub-Group. He will also select at least two officers from his Sub-Group to be considered for rotation to another Sub-Group. Details on each position as to grade, type duties to be performed, recommended length of assignment, and the date assignee is needed will be prepared. For each officer nominated a current biographic profile, the last two fitness reports and a short resume of duties in his various assignments will be provided. This information will be forwarded to the DDA/CMO not later than 1 July 1976.

By 15 July 1976 the DDA/CMO will forward to each Office Director information on positions identified and officers nominated for rotation by the Sub-Groups. Each Office Director will submit by 2 August to the DDA/CMO his recommendation for proposed assignment of officers to each of the identified positions indicating a principal and an alternate for each.

By 16 August 1976 the Senior Personnel Resources Board will convene to select primary and alternate candidates for each position. The list of Board selectees will be forwarded to the DDA for final approval; concurrently, the reassignment date (usually within a six-month period) will be established.

The program now being administered by the DDA Personnel Panel to fill a limited number of MG positions for which no MG officer is available is considered a supplemental plan and is not to be used as an alternative to this program.

DURATION

Normally the assignment will be for a two-year period and a letter of understanding will detail the agreement. The sponsoring office will maintain career responsibility for its candidate. This will include competitive ranking evaluation so that the individual will receive appropriate consideration for further development and advancement. The host office will prepare the employee's annual fitness report and any other correspondence concerning performance in the assignment. The employee will be assigned to an established position and will not be placed in the development complement.

EMPLOYEE COUNSELLING

The selected employee will be advised of assignment duration and of the obligation to return to the parent office upon completion of the prescribed tour. The employee will be advised that this voluntary assignment is a developmental one designed to broaden his view of Agency requirements and further develop his managerial skills. It is the responsibility of the sponsoring office to ensure that the employee receives firm counselling on the purpose of the rotational assignment, promotions, future assignments, and what is planned upon return from the rotational assignment.


ANNOUNCEMENTS

Each Office will ensure that all qualified employees are considered for this voluntary program. Interested employees should make known to their respective career Sub-Groups their interest in being considered for participation in the program. Inquiring employees will be counselled on their eligibility for program participation. Employees are reminded, however, that only a few positions are being identified and, therefore, only the most highly qualified will be selected to participate.

POSITIONS

Although Offices may identify more than one position for Senior Personnel Resource Board consideration each (including O/DDA but with the exception of OMS) will host one officer during the initial phase of the program.

STATINTL


John F. Blake
Deputy Director
for
Administration

*Rescinded by
DDA Admin Notice
No. 76-19
dtd 27 Dec 76*

ORGANIZATION

DD/A ADMINISTRATIVE
NOTICE NO. 76-7

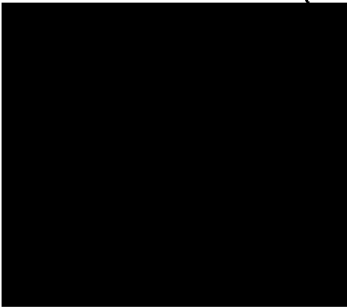

24 JUN 1976

MEMBERS OF THE ADMINISTRATION MANAGEMENT
ADVISORY GROUP

REFERENCE : DD/M&S Administrative Instruction No. 73-11, dtd 15 June 1973

RESCISSION: DD/A Administrative Notice No. 75-9, dtd 15 December 1975

Following is a list of Administration Management Advisory Group (ADMAG)
members, effective 1 January 1976:

<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>	<u>Term Expiration</u>
MG Career Sub-Group		7D01 Hqs	4541	July 1977
Communications		1B16 Hqs	4225	January 1977
Finance		503 Key	2767	January 1977
Joint Computer Support		GA0513 Hqs	4045	July 1977
Logistics		3G10 	8120	January 1977
Medical Services		1D4054 Hqs	7442	January 1977
Personnel		626 C of C	3465	January 1977
Security		GE31 Hqs	7238	July 1977
Training		401 C of C	3271	July 1977

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION:

STATINTL



STATINTL

for ROBERT F. ZUNZER
Executive Officer

ADMINISTRATIVE - INTERNAL USE ONLY


PERSONNEL
28 JULY 1976

DD/A ADMINISTRATIVE
NOTICE NO. 76-8

ACTING DEPUTY DIRECTOR FOR ADMINISTRATION

During my temporary absence from the Office,
31 July through 15 August 1976, Mr. Michael J. Malanick
is designated Acting Deputy Director for Administration.

STATINTL


John F. Blake
Deputy Director
for
Administration

Distribution:

DCI
DDCI
D/DCI/IC
DDI
DDO
DD/S&T
D/DCI/NI
IG
OGC
OLC
Exec. Secretary
Operations Center
DCI Security Staff
Cable Secretariat
SDO (thru D/OS)
Each DDA Office Director

ADMINISTRATIVE - INTERNAL USE ONLY

rescinded by
AN-76-18

PERSONNEL
16 August 1976

DDA ADMINISTRATIVE
NOTICE NO. 76-9

EMPLOYMENT OF RELATIVES

DEFINITION

The definition of a relative will be as listed in Title 5, U.S.C. 3110 which specifies the following be included: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister.

POLICY

1. It shall be the policy of the Directorate of Administration that relatives will not be employed in the same Office or same Sub-Group. For the purpose of this Notice Contract employees will be considered as Staff employees. In cases where two or more relatives already are employed in the same Office, no immediate change is expected, however, if possible, personnel reassignments should be considered to remedy the situation. Under no circumstances will a person supervise directly or evaluate a relative through membership on panels or boards.

2. It is anticipated that exceptions to this policy will be extremely rare. Requests for exception will be forwarded to the Deputy Director for Administration for final determination.

STATINTL 3. Employees of the Directorate of Administration serving [REDACTED] bases in positions under the responsibility of other Directorates will be governed by policies established by those Directorates. STATINTL

STATINTL

-2-



John F. Blake
Deputy Director
for
Administration



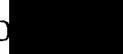
STATINTL

PERSONNEL
20 August 1976

DDA ADMINISTRATIVE
NOTICE NO. 76-10

APPOINTMENT OF DDA UPWARD MOBILITY OFFICERS

The Directorate of Administration is presently involved in the development of Office Upward Mobility programs. These programs will be designed to provide career opportunities for lower level employees who are in positions which do not enable them to realize their full work potential. The following individuals have been appointed as Upward Mobility Officers in the DDA:

25X1A	OFFICE	NAME	PHONE	LOCATION	
	Directorate		7307	7D10 Hqs	STATINTL
	Communications		8-8108	3B29 	
	Data Processing		4502	2D00 Hqs	
	Finance		2972	1213 Key	
	Logistics		8-8131	2F31D 	
	Medical Services		7711	1D4061 Hqs	STATINTL
	Personnel		6772	5E68 Hqs	
	Security		5643	4E63 Hqs	
	Training		2442	926 C of C	

STATINTL

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION:

Ex 

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4 - D/OP
1 - D/OTR
1 - C/ISAS
1 - C/RCB
1 - C/HS
1 - SSA-DD/A
1 - CMO-DD/A
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PERSONNEL
8 SEPTEMBER 1976

DDA ADMINISTRATIVE
NOTICE NO. 76-11

Effective 14 September 1976, [REDACTED] is assigned to the Staff of the DDA and will serve as the Equal Employment Opportunity Officer for the Directorate of Administration.

STATINTL

[REDACTED]
John F. Blake
Deputy Director
for
Administration

STATINTL

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PERSONNEL
10 SEPTEMBER 1976

DDA ADMINISTRATIVE
NOTICE No. 76-12

ANNOUNCEMENT OF ASSIGNMENT

Effective 23 August 1976, [REDACTED] was designated STATINTL
Acting Chief, Information Systems Analysis Staff during the detail
of [REDACTED] to the Office of the Inspector General.

STATINTL

STATINTL

for
Administration
10 SEP 1976

ADMINISTRATIVE - INTERNAL USE ONLY

Release 2000/06/01 : CIA-RDP90-00708R000100

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1 - D/MS

1 - D/S

4 - D/OP

1 - D/OTR

1 - C/ISAS

1 - RCB

1 - C/HS

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1 - CMO/DDA

1 - AA-DD/A

1 - C/MAS

1 - AI/DDA

1 - C/IPS

1 - Agency Archives

1 - Budget Staff/DDA

Release 2000/06/01 : CIA-RDP90-00708R000100

ORGANIZATION

DD/A ADMINISTRATIVE
NOTICE NO. 76-13

ORGANIZATION OF THE
OFFICE OF THE DD/A

Reference : DD/A Administrative Instruction No. 76-1 dated 19 July 1976

Rescission: DD/A Organization Chart dated 19 July 1976 attached to
DD/A Administrative Instruction No. 76-1

Effective immediately the staff element in the Office of the Deputy Director for Administration is reorganized to that shown on the attached organization chart. The CIA History Staff will report directly to the Assistant for Information.

PEN AND INK CHANGE: Please mark through the organization chart attached to DD/A Administrative Instruction 76-1 and annotate by stating "Rescinded by DD/A Administrative Notice 76-13."


Deputy Director
for
Administration

STATINTL

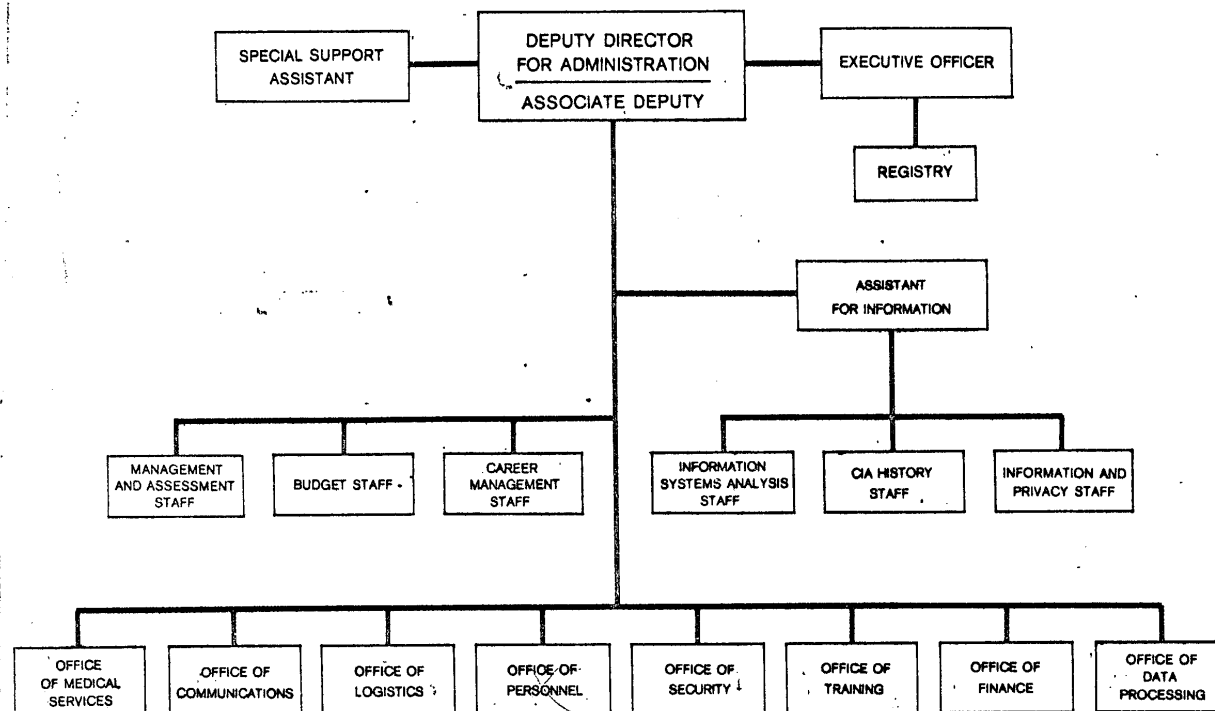
Att

ADMINISTRATIVE - INTERNAL USE ONLY

ORGANIZATION

DD/A ADMINISTRATIVE
NOTICE NO. 76-13

DIRECTORATE OF ADMINISTRATION



570852 9-76

ADMINISTRATIVE - INTERNAL USE ONLY

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1 - D/MS

1 - D/S

4 - D/OP

1 - D/OTR

1 - C/ISAS

1 - RCB

1 - C/HS

1 - SSA-DD/A

1 - CMO/DDA

1 - AA-DD/A

1 - C/MAS

1 - AI/DDA

1 - C/IPS

1 - Agency Archives

1 - Budget Staff/DDA

STATINTL

Release 2000/06/01 : CIA-RDP90-00708R000100

*received by
AA 7/20
dtd 12/28/76*

PERSONNEL
20 September 1976

DDA ADMINISTRATIVE
NOTICE NO. 76-14

During my temporary absence from the Office, 27 September through 13 October 1976, Mr. Michael J. Malanick is designated Acting Deputy Director for Administration.

In accordance with the existing delegation of authority from the Director of Central Intelligence, Mr. William W. Wells will serve as Acting Chairman of the Information and Review Committee during the period of my absence.

STATINTL

John F. Blake
Deputy Director
for
Administration

Distribution:

DCI
DDCI
D/DCI/IC
DDI
DDO
DDS&T
D/DCI/NI
IG
OGC
OLC
Executive Secretary
Operations Center
DCI Security Staff
Cable Secretariat
SDO (thru D/OS)
Each DDA Office Director

(This Notice Expires 1 November 1977)

PERSONNEL
4 October 1976

DDA ADMINISTRATIVE
NOTICE NO. 76-15

ANNOUNCEMENT OF APPOINTMENT OF
DDA EQUAL EMPLOYMENT OPPORTUNITY OFFICER

STATINTL

1. [REDACTED] has been appointed the Equal Employment Officer for the Directorate of Administration, effective 14 September 1976. The Directorate policy objectives concerning EEO activities are established in the Annual Personnel Plan (APP) and the Equal Employment Opportunity Plan (EEO Plan).

2. The specific mission of the DDA EEO Officer requires that he take all legal and feasible actions and exert all proper efforts to ensure that DDA careerists who are members of minority groups (because of race, sex, religion, national origin, language, or physical handicap) have the same opportunities for career development as every other Directorate careerist.

3. To successfully accomplish this mission, the DDA EEO Officer will have the following specific responsibilities:

a. Ensure that all DDA EEO programs incorporate and implement every legal and regulatory requirement and that they are designed and administered to enhance the recruitment, placement, promotion and utilization of women and members of minority groups.

b. Assist the DDA in the planning, implementation, and execution of Upward Mobility Programs in the various components and staffs of the Directorate.

c. Serve as the primary action officer in monitoring the management and effectiveness of the programs as they are carried in the various components and staffs of the Directorate.

d. Act as the representative of the Deputy Director for Administration to all Agency components on EEO matters concerning the Directorate.

e. Participate, as necessary, in the EEO complaint process.


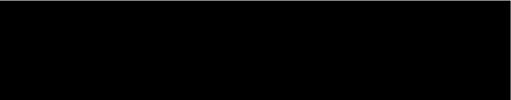
f. Ensure that Directorate personnel associated with EEO matters keep current on EEO programs and developments through appropriate training.

4. In fulfilling the above responsibilities, the DDA EEO Officer will review files of minority and women applicants for employment, as well as

those of individuals rejected for employment, to ensure that desired EEO practices have been followed. Through coordination with Directorate components and staffs, he will compile, evaluate, and provide input to the Agency EEOP and monitor the reporting procedures of the Directorate's APP. He will serve as the principal advisor to component and staff chiefs concerned with the Directorate Upward Mobility Program, assist in the development of procedures for selection of eligible candidates for that program, and prepare periodic reports informing the DDA and ADDA on the status and results of Upward Mobility. He also will provide statistical data on the Directorate's population by age, grade, race, and sex, as well as its professional, technical and clerical strength by age, sex, and grade.

5. Finally, the DDA EEO Officer will keep the DDA and ADDA informed of any new or amended federal laws and regulations, applicable to Equal Employment and determine their impact on the Agency. Under the direction of the Deputy Director for Administration, he will serve as the principal advisor to and spokesman for the Directorate on EEO policy, and maintain liaison and coordinate actions that have EEO implications with other EEO officers, coordinators, and counselors and their superiors.

STATINTL

 
JOHN F. BLAKE
Deputy Director
for
Administration

ADMINISTRATIVE - INTERNAL USE ONLY
This Notice Expires 1 October 1977

Expired

ORGANIZATION
15 OCTOBER 1976

DDA ADMINISTRATIVE
NOTICE NO. 76-16

ADMINISTRATION OF INTELLIGENCE COMMUNITY STAFF

1. Effective 1 October 1976, the Intelligence Community Staff assumed responsibility for its own administrative support. All support-related correspondence and administrative inquiries concerning the Intelligence Community Staff should be directed to [REDACTED] Administrative Officer, Room 7G25 Headquarters, extension 4401. The mailing address is ICS Registry, 6E2914 Headquarters Building.

STATINTL

2. The Administrative Officer, DCI, retains responsibility for the administrative support of the Office of the Director of Central Intelligence and the Independent Offices of the DCI area.

STATINTL

[REDACTED]
John F. Blakely
Deputy Director
for
Administration

ADMINISTRATIVE - INTERNAL USE ONLY

DO NOT FILE IN MANUALS
DESTROY AFTER READING

PERSONNEL
30 NOVEMBER 1976

DDA ADMINISTRATIVE
NOTICE NO. 76-17

STATINTL

Effective 6 December 1976, [REDACTED] is designated

STATINTL Chief, Information Systems Analysis Staff, vice [REDACTED] STATINTL
[REDACTED] retired.

STATINTL

John F. Blake
Deputy Director
for
Administration

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PERSONNEL
21 December 1976

DDA ADMINISTRATIVE
NOTICE NO. 76-18

EMPLOYMENT OF RELATIVES

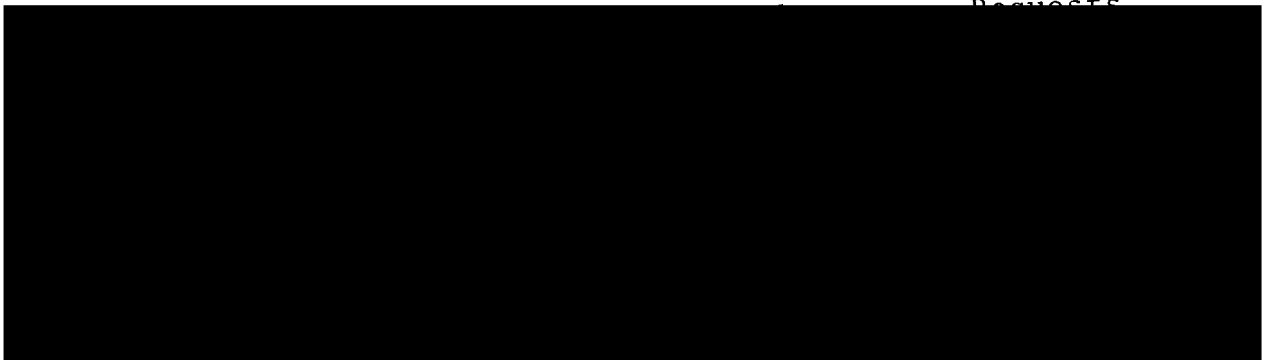
Rescission: DDA Administrative Notice No. 76-9, dated
16 August 1976

DEFINITION

The definition of a relative is as specified in Title 5, U.S.C., as follows: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother and half sister.

POLICY

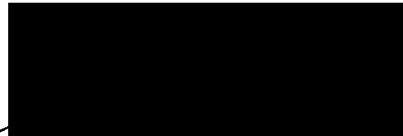
1. It is the policy of the Directorate of Administration that relatives will not be employed in the same Office or same Sub-Group. For the purpose of this notice Contract Employees will be considered as Staff Employees. Where two or more relatives already are employed in the same Office, no immediate change is required. If possible, however, personnel reassignments should be considered. Under no circumstances will a person directly supervise or a relative evaluate a relative through membership on panels or boards.



STATINTL



3. Directorate of Administration employees serving overseas, including Office of Communications careerists occupying Communications positions, will be governed by policies established by the Deputy Director for Operations. Similarly, Directorate of Administration employees at domestic installations under the authority of other Directorates will adhere to policies established by those Directorates.



STATINTL

John F. Blake
Deputy Director
for
Administration

ORGANIZATION
27 December 1976

resinded by
AI - 81-1
DD/A ADMINISTRATIVE
NOTICE NO. 76-19

MEMBERS OF THE ADMINISTRATION MANAGEMENT
ADVISORY GROUP

REFERENCE : DD/M&S Administrative Instruction No. 73-11, dtd 15 June 73

rescission: DD/A Administrative Notice No. 76-7, dtd 24 June 1976

Following is a list of Administration Management Advisory Group (ADMAG) members effective 1 January 1977:

STATINTL

<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>	<u>Term Expiration</u>
MG Career Sub-Group		7D01 Hqs	4541	July 1977
Communications		1B16 Hqs	5963	January 1978
Data Processing		GA0513 Hqs	4045	July 1977
Finance		604 Key	2591	January 1978
Logistics		3F03E	8-8257	January 1978
Medical Services		1D4054 Hqs	7791	January 1978
Personnel		5E67 Hqs	7841	January 1978
Security		GE31 Hqs	7238	July 1977
Training		921 C of C	2452	July 1977

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION: STATINTL

STATINTL

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For Release 2000/06/01 : CIA-RDP90-00708R00

STATINTL

11/30/76
30 NOV 1976

I have prepared the attached for your signature. Pls note - if you are going to comply with [redacted] recommendations all Administrative Instructions should bear an expiration date (a maximum of two years after publication) so that outdated policy will not remain on the books too long. At that time the Instructions should be reviewed by the EO-DD/A and updated and reissued if appropriate. Also, all Notices that rescind, announce assignments, or delegate authority should bear the instruction "This Notice is Not to be Filed - Please Destroy after Reading" or "This Notice is Not to be Filed - Please Comply and Destroy" whichever applies. Notices announcing memberships on boards, committees, etc., should bear an expiration date.

The above should be done by the EO or the originating office of the Notice or Instruction.

STATINTL

For Release 2000/06/01 : CIA-R


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PUBLICATIONS
28 December 1976

DD/A ADMINISTRATIVE
NOTICE NO. 76-20

ADMINISTRATIVE ISSUANCES

The following DD/A Administrative Instructions are hereby rescinded:

64-1	Administrative Issuances
64-8	Annual Leave
67-3	Control of Classified Documents and Related Matters
67-4	Furnishing Information to Liaison Counterparts of Other Agencies
69-1	Administrative Issuances
69-4	Support Services in Emergency Situations
70-3	
70-4	Overtime Work
70-5	Approval of Full-Time Academic Training
70-7	Delegation of Authority - Service Abroad Agreement
71-5	Administrative Issuances
72-1	Annual Briefing Program
72-3	Charter for the Support Officer's Advisory Group
72-6	Local Transportation for Visiting Dignitaries
72-7	Rescission
72-8	Coordinating Officer for Nonregulatory Issuances
72-9	DDS Staff Meeting
72-11	Restrictions on Use of Cafeteria Facilities
72-12	Rescissions
72-13	Intelligence Support in Crisis Situations

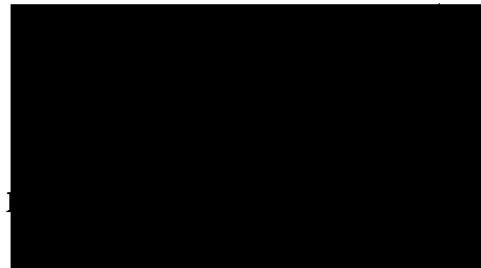
TATINTL

- 73-1 Fitness Reports on Senior Officers
- 73-3 Standard Type Style for Correspondence
- 73-5 New Format of Memoranda for Approval of the DCI, DDCI, and Executive Secretary, CIA Management Committee
- 73-6 Delegation of Authority, Return Prior to End of Tour of Duty
- 73-7 Temporary Duty Foreign Travel
- 73-8 Approval and Justification for Requesting Safes and File Equipment
- 73-9 Termination of Support Services Historical Board
- 73-10 Procedures for M&S Directorate Honor and Merit Award Recommendations
- 73-11 Establishment of Management and Services Advisory Group
- 73-12 M&S Career Board
- 73-13 Delegation of Authority, TDY Per Diem for Dependents
- 73-14 Functions of the Executive Officer
- 73-15 Staff Meetings
- 73-17 M&S Directorate Program and Performance Evaluation System
- 73-19 DCI Checklist of Upcoming Events
- 73-21 Letters of Instruction
- 73-22 Rescission
- 74-5 DD/A Reporting System
- 74-6 Special Retirement Options
- 75-2 Organization of the MG Career Sub-Group Board of the DDA Career Service
- 75-3 DDA Duty Officers
- 75-4 Special Retirement Options
- 75-6 Special Retirement Options

This also rescinds the following Administrative Notices:

- 73-3 Preparation of Correspondence
- 73-11 DD/M&S Duty Officer for the Operations Center
- 75-1 Appointment of Office EEO Representatives
- 75-3 Multiphasic Testing Program
- 76-4 DDA Family Visitation Day at Headquarters
- 76-14 Acting Deputy Director for Administration

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION:



STATINTL

DO NOT FILE IN MANUALS
DESTROY AFTER COMPLIANCE

PUBLICATIONS

DD/A ADMINISTRATIVE
NOTICE NO.

ADMINISTRATIVE ISSUANCES

The following DD/A Administrative Instructions are hereby rescinded:

- 64-1 Administrative Issuances
- 64-8 Annual Leave
- 67-3 Control of Classified Documents and Related Matters
- 67-4 Furnishing Information to Liaison Counterparts of Other Agencies
- 69-1 Administrative Issuances
- 69-4 Support Services in Emergency Situations

STATINTL 70-3


- 70-4 Overtime Work
- 70-5 Approval of Full-Time Academic Training
- 70-7 Delegation of Authority - Service Abroad Agreement
- 71-5 Administrative Issuances
- 72-1 Annual Briefing Program
- 72-3 Charter for the Support Officer's Advisory Group
- 72-6 Local Transportation for Visiting Dignitaries
- 72-7 Rescission
- 72-8 Coordinating Officer for Nonregulatory Issuances
- 72-9 DDS Staff Meeting
- 72-11 Restrictions on Use of Cafeteria Facilities
- 72-12 Rescissions
- 72-13 Intelligence Support in Crisis Situations

- 72-14 Instructions for Deploying the Initial Emergency Relocation Force
- 73-1 Fitness Reports on Senior Officers
- 73-3 Standard Type Style for Correspondence
- 73-5 New Format of Memoranda for Approval of the DCI, DDCI, and Executive Secretary, CIA Management Committee
- 73-6 Delegation of Authority, Return Prior to End of Tour of Duty
- 73-7 Temporary Duty Foreign Travel
- 73-8 Approval and Justification for Requesting Safes and File Equipment
- 73-9 Termination of Support Services Historical Board
- 73-10 Procedures for M&S Directorate Honor and Merit Award Recommendations
- 73-11 Establishment of Management and Services Advisory Group
- 73-12 M&S Career Board
- 73-13 Delegation of Authority, TDY Per Diem for Dependents
- 73-14 Functions of the Executive Officer
- 73-15 Staff Meetings
- 73-17 M&S Directorate Program and Performance Evaluation System
- 73-19 DCI Checklist of Upcoming Events
- 73-21 Letters of Instruction
- 73-22 Rescission
- 74-5 DD/A Reporting System
- 74-6 Special Retirement Options
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- 75-6 Special Retirement Options

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- 75-3 Multiphasic Testing Program
- 76-4 DDA Family Visitation Day at Headquarters
- 76-14 Acting Deputy Director for Administration

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION:


Executive Officer, DDA

STATINTL

8 SEP 1976

MEMORANDUM FOR: Executive Officer, DDA

STATINTL FROM : [REDACTED]
Chief, Regulations Control Branch
Information Systems Analysis Staff

SUBJECT : DDA Administrative Issuances

1. RCB has reviewed the master copy of the DDA Administrative Issuances and offers the following observations and recommendations:

- a. All of the Administrative Instructions dated before 1975 should be rescinded and revisions issued where appropriate. Several Instructions dated 1975 and later also should be rescinded. We believe this action necessary because of outdated policy or titles, or both, contained in these Instructions. Attachment A contains a list of outdated Instructions and specific recommendations.
- b. Administrative Instruction 69-1, dated 10 January 1969 stated that all Administrative Notices expire one year from the date of issuance unless otherwise indicated. Therefore, Notices contained in the Master Binder dated 1975 and before are expired, except 75-7 which will expire on 24 September 1976. Notice 76-3 also has expired. We have listed in Attachment B the 1976 Administrative Notices with our recommendations.
- c. Each Administrative Notice should carry an expiration date. In most cases, this date should be one year from the date of publication. An expiration date should prevent the custodians' binders from filling up with outdated Notices and provide a simple tickler system for reviewing Notices for updating.
- d. Each Administrative Instruction should be reviewed periodically to determine if it is still current, and rescind and revise as necessary. Consideration should be given to placing an expiration date on Administrative Instructions (a maximum of two years after publication) so that outdated policy will not remain on the books too long. This would have the advantage of requiring review and updating where necessary at the time of expiration. An Instruction still current could be reissued and would alert recipients to the continuation of the policy therein.

- e. Expired or rescinded Notices and Instructions should be placed in a Master Binder for historical and research purposes. Current issuances should be placed in a separate Master Binder. There should be one Master Binder for expired or rescinded issuances and one Master Binder for current issuances. Other custodians will have only their binder of current issuances and should remove issuances when they expire or are rescinded by Administrative Notice. *→ This is being done*
- f. Notices that rescind issuances, announce assignments, or delegate authority should not be filed in the Master Binder for current issuances or in the binders retained by the manuals custodians. They should be filed, however, in the Master Binder for expired and rescinded issuances for historical and research purposes. An instruction should be placed at the top of each such issuance (where the expiration date normally would appear) stating "This Notice is Not to be Filed. Please Destroy after Reading."; or "This Notice is Not to be Filed. Please Comply and Destroy." We recommend this because such notices do not appropriately bear an expiration date. These notices either require a one-time response (such as a rescission notice) or serve to inform employees of an action taken by the DDA. Moreover, an expiration date for a notice announcing an assignment or delegation of authority might confuse recipients as to the duration of the assignment or authority. If the expiration of an assignment or authority is known at the time of publication, it should be contained in the text of the notice. Notices announcing memberships on boards, committees, and other established groups should be filed as current issuances and bear an expiration date. Recipients generally need to refer to such information over a longer period.
- g. Instructions and Notices should not be amended. They should either be rescinded or allowed to expire and reissued when necessary with a new number. For example, Administrative Instruction 64-1 was amended in October 1972 but still retains the number 64-1. At first glance this Instruction appears to be 12 years old, since the number 64 indicates the year of issuance. Moreover, a new number leaves no doubt as to which issuance the custodians should retain and which they should destroy.


- h. Although Administrative Instruction 69-1 states that Notices expire after one year, some Notices in the Master Binder are still being retained as current, probably because they bear no expiration date and the instructions of 69-1 forgotten. We recommend, therefore, that an Administrative Notice be published rescinding those Administrative Instructions approved for rescission by the DDA. The Notice also should rescind those unexpired Administrative Notices approved for rescission by the DDA. Also publish a table of contents of current Instructions and Notices with the expiration dates of current Notices indicated.
2. RCB will be glad to assist in further efforts in this matter.

 STATINTL

Attachments:

- A - Outdated DDA Admin. Instructions
- B - Outdated DDA Admin. Notices

OUTDATED DDA ADMINISTRATIVE INSTRUCTIONS

64-1 (amended) *Instruction* Administrative Issuances - Rescind and issue a revision.
64-8 *Instruction* Annual Leave - Rescind and issue a revision if appropriate.
67-3 *Instruction* Control of Classified Documents and Related Matters - Rescind.
67-4 " Furnishing Information to Liaison Counterparts of Other Agencies - Rescind and issue a revision if appropriate.
69-1 " Administrative Issuances - Rescind.
69-4 " Support Services in Emergency Situations - Rescind.
70-3 "  appropriate.
70-4 " Overtime Work - Rescind and issue a revision.
70-5 " Approval of Full-Time Academic Training - Rescind and issue a revision.
70-7 " Delegation of Authority - Service Abroad Agreement - Rescind and issue a revision if appropriate.
71-5 " Administrative Issuances - Rescind.
72-1 " Annual Briefing Program - Rescind and issue a revision if appropriate.
72-3 " Charter for the Support Officer's Advisory Group - Rescind.
72-6 " Local Transportation for Visiting Dignitaries - Rescind and issue a revision if appropriate.
72-7 " Rescission - Rescind.
72-8 " Coordinating Officer for Nonregulatory Issuances - Rescind.
72-9 " DDS Staff Meeting - Rescind.
72-11 " Restrictions on Use of Cafeteria Facilities - Rescind and issue a revision if appropriate.

TATINTL

- 72-12 *Eastman* Rescissions - Rescind.
- 72-13 " Intelligence Support in Crisis Situations - Rescind and issue a revision if appropriate.
- 72-14 " Instructions for Deploying the Initial Emergency Relocation Force - Rescind and issue a revision if appropriate.
- 73-1 " Fitness Reports on Senior Officers - Rescind and issue a revision if appropriate.
- 73-3 " Standard Type Style for Correspondence - Rescind.
- 73-5 " New Format of Memoranda for Approval of the DCI, DDCI, and Executive Secretary, CIA Management Committee - Rescind.
- 73-6 " Delegation of Authority, Return Prior to End of Tour of Duty - Rescind and issue a revision if appropriate.
- 73-7 " Temporary Duty Foreign Travel - Rescind and issue a revision if appropriate.
- 73-8 " Approval and Justification for Requesting Safes and File Equipment - Rescind and issue a revision if appropriate.
- 73-9 " Termination of Support Services Historical Board - Rescind.
- 73-10 " Procedures for M&S Directorate Honor and Merit Award Recommendations - Rescind and issue revision.
- 73-11 " Establishment of Management and Services Advisory Group - Rescind and issue a revision.
- 73-12 " M&S Career Board - Rescind and issue a revision.
- 73-13 " Delegation of Authority, TDY Per Diem for Dependents - Rescind and issue a revision if appropriate; combine with revision of 73-6.
- 73-14 " Functions of the Executive Officer - Rescind.
- 73-15 " Staff Meetings - Rescind.

- 73-17 " M&S Directorate Program and Performance Evaluation System - Rescind and issue a revision if appropriate.
- 73-19 " DCI Checklist of Upcoming Events - Rescind and issue a revision if appropriate.
- ~~73-20~~ ~~M&S Directorate Duty Officers~~ - Rescind and issue a revision.
- 73-21 " Letters of Instruction - Rescind.
- 73-22 " Rescission - Rescind.
- 74-5 " DD/A Reporting System - Rescind and issue revision if appropriate.
- 74-6 " Special Retirement Options - Rescind.
- 75-1 " ~~Organization of the Senior Personnel Resources Board of the Directorate for Administration~~ - Retain.
- 75-2 " Organization of the MG Career Sub-Group Board of the DDA Career Service - Rescind and issue revision.
- 75-3 " DDA Duty Officers - Rescind and issue revision.
- 75-4 " Special Retirement Options - Rescind.
- ~~75-5~~ ~~Charter for SOAG~~ - Retain.
- 75-6 " Special Retirement Options - Rescind.
- ~~76-1~~ ~~Organization of the Office of the DDA~~ - Retain.

ATTACHMENT B

OUTDATED DDA ADMINISTRATIVE NOTICES

- 76-1 Appointment of DDA Senior Emergency Evacuation Officer -
 Retain to expiration date (although we believe that in
 the future such notices should not be filed in the book).
- 76-2 Restoration of Forfeited Leave - Retain to expiration
 date (although we believe that in the future such notices
 should not be filed in the book).
- 76-4 DDA Family Visitation Day at Headquarters - Rescind.
- 76-5 MAP Review Committee - Retain to expiration date.
- 76-6 DDA Personnel Rotation Program - Retain to expiration date.
- 76-7 Members of Administration Management Advisory Group -
 Retain to expiration date.
- 76-8 Acting Deputy Director for Administration - Should be
 removed from book.
- 76-9 Employment of Relatives - Retain to expiration date.
- 76-10 Appointment of DDA Upward Mobility Officers - Retain
 to expiration date.

*What about Admin Notice 73-3; 73-11; 73-1;
 75-3; 75-7;*

76-14 Acting Dep Dir for Admin

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: STATINTL		EXTENSION	NO.
[REDACTED] AC/ISAS		5220	DATE 10 September 1976
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. EO/DDA 7D18 Headquarters			Bob: STATINTL
2.			Hal asked me to have [REDACTED]
3.			look through the book of DDA
4.			Notices and Instructions and
5.			make some recommendations for
6.			tidying up the "system." In
7.			giving me the attached, [REDACTED]
8.			pointed out that there may be
9.			some confusion over the dif-
10.			ference between instructions
11.			and notices, the former more
12.			closely resembling Agency
13.			regulations, i.e., having an
14.			enduring quality about them.
15.			Notices, on the other hand, are
			much more transitory in nature.
			Also, [REDACTED] is the "office
			of record" for these instructions
			and notices. It could be that
			she could play a role in keeping
			this book up to date.
			[REDACTED]
			cc: AI/DDA

UNCLASSIFIED	CONFIDENTIAL	SECRET
--------------	--------------	--------

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	STATINTL	9/14/76	J
2	no	9/14/76	R
3	Very thorough.	9/14	S
4	Not suggestions.		
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

DDA 76-4539

Remarks:

Edgar makes sense to me! Do you have any problems?

I'd like to get this going with

STATINTL

Great!
m

STATINTL

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
EO/DDA	13 Sept

UNCLASSIFIED

INTERNAL
USE ONLY

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

STATINTL

AC/ISAS

5220

DATE

10 September 1976

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA
7D18 Headquarters

10 SEP

4/13 B

Bob:

Hal asked me to have Edgar look through the book of DDA Notices and Instructions and make some recommendations for tidying up the "system." In giving me the attached, Edgar pointed out that there may be some confusion over the difference between instructions and notices, the former more closely resembling Agency regulations, i.e., having an enduring quality about them. Notices, on the other hand, are much more transitory in nature. Also, [redacted] is the "office of record" for these instructions and notices. It could be that she could play a role in keeping this book up to date.

STATINTL

Larry

3. ~~EO/DDA~~

4.

5.

STATINTL

Would you look this

7.

OVER and digest. I'd

8.

LIKE TO INCORPORATE these

9.

suggestions with our

10.

procedures. In a day

11.

or two call [redacted]

12.

STATINTL

[redacted] to discuss with

13.

for any help.

14.

STATINTL

1-3

May we discuss status of this?

15.

STATINTL

PERSONNEL
14 March 1977

DDA ADMINISTRATIVE
NOTICE No. 77-1

ANNOUNCEMENT OF ASSIGNMENT

STATINTL

Effective 14 March 1977 [REDACTED] assumed the STATINTL
duties of Clerical Coordinator, Directorate of Administration
vice [REDACTED] is presently available on a
part-time basis and will be available on a full-time basis
effective 24 March 1977.

[REDACTED]
John F. Blake
Deputy Director
for
Administration

STATINTL

Expired

PERSONNEL
28 March 1977

DDA ADMINISTRATIVE
NOTICE No. 77-2

DDA UPWARD MOBILITY PROGRAM
(Project AIM)

Reference: DDA Administrative Instruction No. 76-2,
dated 22 Dec 76, same subject

1. This notice identifies the target positions designated for Project AIM and announces the orientation briefing which will be held for the first three positions to be entered into the program.

2. The following positions are selected as the first target positions to be entered into Project AIM:

a. Office of Data Processing
Computer Programmer Trainee, GS-08

Performs duties in developing skills and gaining knowledge and experience to become proficient in the methods, concepts, and techniques of programming for data processing on computer systems.

b. Office of Finance
Payroll Technician, GS-06

Works in an automated biweekly payroll system performing the full range of payroll duties relating to a certain block of paycases identified by FAN account number. Responsible for total administration and technical accuracy of paycases under a series of tightly controlled deadlines and pressure situations.

c. Office of Training
Information Science Training Asst., GS-09

Engages in some computer programming of information science training activities; assists in instruction or the arranging of instruction; develops appropriate training aids to support the instruction; and performs other duties related to instruction or the support of instruction.

3. An orientation briefing will be held in the Headquarters auditorium on 11 April 1977, commencing at 0915. Attendance at this orientation is required for those applicants who wish to be considered for the above described positions.

4. The positions listed below represent the remainder of the target positions designated for use under the auspices of Project AIM. These positions will be entered into the program as soon as target dates are identified. You will be notified of future orientations covering these positions.

a. Office of Personnel
Employee Benefits Assistant, GS-09

Counsels and advises prospective retirees on their benefits, entitlements and options; processes all papers on a timely basis so that the necessary documentation is sent to the Civil Service Commission at the earliest possible time; and responds to requests for estimates of annuities and other retirement information requested by employees of the Agency.

b. Office of Security
Security Clerk in Badge Office, GS-06

Processes Agency personnel requiring badges and credentials; prepares and issues badges and CIA ID's; operates camera and other equipment involved in badge fabrications; operates Delta Data 500 terminal; and maintains records of lost or stolen badges and credentials.

c. Office of Communications
Telecommunications Specialist, GS-09

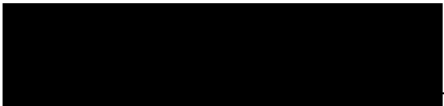
Performs general communications duties including operating manual radio (Morse Code) circuits; landline, radio and satellite teletype circuits; automatic message switching systems; tape-relay and terminal station; and cryptographic devices. Performs facilities control functions and preventive and some corrective maintenance on network equipment. Trained Telecommunications Specialists are required to serve anywhere, anytime, and they can expect to serve overseas for approximately 75 percent of the first 10 to 15 years of their careers.

d. Office of Medical Services
Psychometrist, GS-07

Administers psychological test batteries; analyzes PATB test results; scores other test batteries; prepares test data for analysts; prepares drafts of testing interpretation; and performs a variety of other related psychometric and support functions.

5. Eligible DDA careerists who have not applied for Project AIM should contact the Chairman, Project AIM Working Group, extension 5117, for instructions not later than 4 April 1977.

STATINTL


John F. Blake
Deputy Director
for
Administration

ADDENDUM TO

PERSONNEL
28 March 1977

DDA ADMINISTRATIVE
NOTICE NO. 77-2

DDA UPWARD MOBILITY PROGRAM
(Project AIM)

Please attach this Addendum to DDA Administrative Notice #77-2

Paragraph 4 - the following should be added:

- e. Office of Logistics
Supply Assistant, Building Services Branch -
GS-07

Supervises five to six employees of the Supply Unit; supervises daily re-stockage of the Headquarters self-service store and weekly deliveries to six outlying supply rooms; monitors receipt, control, issuance and inventory of items stocked in warehouse area; responds to questions and assists Agency employees at all levels in meeting their supply needs.

DDA Administrative Notice No. 77-2, dtd 28 March 1977

Distribution:

Orig - DDA Subject
- DDA Chrono
- Each Project AIM Applicant
- OC/Personnel
- ODP/Personnel
- OF/Personnel
- OL/Personnel
- OMS/Personnel
- OP/CMO
- OS/Personnel
- OTR/Personnel
- C/IPS
- C/ISAS

STATINTL

DISTRIBUTION LIST FOR
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Copies of issuances are to be distributed as follows:

Orig - DD/A Subject
1 - DD/A Chrono
1 - DD/A
1 - ADD/A
1 - EO-DD/A
1 - D/F
2 - D/CO - *attn: Charlotte*
1 - D/JCS
1 - D/L
1 - D/MS
1 - D/S
4 - D/OP
1 - DTR
1 - C/ISAS
1 - C/RCB
1 - C/HS
1 - SSA-DD/A
1 - CMO-DD/A
1 - AA-DD/A
1 - G/PS-DD/A *C/BS/DDA*
~~1 - AR-DD/A~~
1 - AI-DD/A
1 - IPS
1 - *Agency Archives*
1 - *C/MAST/DDA*

The above is a general distribution. Check with the Originator or the EO-DD/A for distribution of individual issuances. If the distribution differs from that shown above, it should be noted on a separate sheet of paper, attached to the original of the issuance.

*Rescinded
28 Dec 77*

ORGANIZATION
16 June 1977

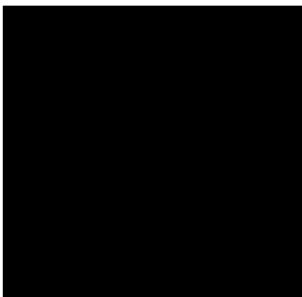

DD/A ADMINISTRATIVE
NOTICE NO. 77-3

MEMBERS OF THE ADMINISTRATION MANAGEMENT
ADVISORY GROUP

RESCISSION: DD/A Administrative Notice No. 76-19, dtd 27 December 1976


STATINTL

Following is a list of Administration Management Advisory Group (ADMAG) members effective 1 July 1977:

<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>	<u>Term Expiration</u>
MG Career Sub-Group		3B01 Hqs	5950	July 1978
Communications		1B16 Hqs	5963	January 1978
Data Processing		402 Ames	2225	July 1978
Finance		604 Key	2591	January 1978
Logistics		3F03E 	8-8257	January 1978
Medical Services		1D4054 Hqs	7791	January 1978
Personnel		5E67 Hqs	7841	January 1978
Security		1F16 Hqs	5660	July 1978
Training		921 C of C	2452	July 1978

STATINTL

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION:


Executive Officer

STATINTL

DISTRIBUTION LIST FOR
DD/A ADMINISTRATIVE ISSUANCES

Copies of issuances are to be distributed as follows:

Orig - DD/A Subject
1 - DD/A Chrono
1 - DD/A
1 - ADD/A
1 - EO-DD/A
1 - D/F
2 - D/CO - *attn* [REDACTED] STATINTL
1 - D/JCS
1 - D/L
1 - D/MS
1 - D/S
4 - D/OP
1 - DTR
1 - C/ISAS
1 - C/RCB
1 - C/HS
1 - SSA-DD/A
1 - CMO-DD/A
1 - AA-DD/A
1 - ~~C/PS-DD/A~~ *C/BS/DDA*
1 - ~~AR-DD/A~~
1 - AI-DD/A
1 - IPS
1 - *Agency Archives*
1 - *C/MAS/DDA*

The above is a general distribution. Check with the Originator or the EO-DD/A for distribution of individual issuances. If the distribution differs from that shown above, it should be noted on a separate sheet of paper, attached to the original of the issuance.

Expired

ORGANIZATION
23 June 1977

DDA ADMINISTRATIVE
NOTICE No. 77-4

RELOCATION OF
DDA EQUAL EMPLOYMENT OPPORTUNITY STAFF

(U/AIUO) Effective 24 June 1977 the DDA Equal Employment Staff will be located in Room 6D-57 vice 7D-02, Hqs. New telephone numbers are: 5061 (black) and 1637 (red).

[Redacted Signature]

Executive Officer

STATINTL

PERSONNEL
28 July 1977

DD/A ADMINISTRATIVE
NOTICE NO. 77-5

LETTERS OF INSTRUCTION

Reference

STATINTL HR [REDACTED]

1. (AIUO) This Notice provides additional guidance and instruction in the purpose and implementation of the Letters of Instruction (LOI) Program. Effective immediately the Program of Letters of Instruction will be restructured to comply with procedures as outlined.

2. (AIUO) Letters of Instruction are designed to reduce to writing key areas for emphasis in supervisory/subordinate relationships. The purpose of the LOI Program is to improve job performance. This can be accomplished by increasing mutual understanding of work and career goals.

3. (AIUO) The Letter of Instruction is a forward-looking document which focuses employee efforts on key performance objectives. It is meant to be a management tool useful in fostering open communications and increasing employee commitment to specified objectives. The LOI is not a position description and is not intended to cover the full range of an employee's duties. It is a mechanism for identifying selected and specific work areas for emphasis and special consideration during the coming year. Although the LOI may be used as one input to the performance evaluation process it does not provide the sole basis for the over-all evaluation of the employee. It lists only selected work outputs which do not represent the total or possibly even the majority of the employee's work efforts. It is appropriate to formally evaluate the employee's accomplishments of LOI objectives, but this should not be overemphasized in relation to the primary function of the LOI as a forward-looking action plan toward specified goals.


4. (AIUO) LOIs should be prepared as a joint effort between supervisors and subordinates. It is suggested that four steps are appropriate in the preparation and utilization of the LOI.

- Step 1 - Supervisor discusses with subordinate general duties of position and key work and career objectives to be accomplished in upcoming year.
- Step 2 - Subordinate drafts LOI.
- Step 3 - Subordinate reviews draft with supervisor... and they agree on selection of objectives/goals for the subordinate.
- Step 4 - Supervisor evaluates level of accomplishment of established objectives/goals as part of the annual Fitness Report.

5. (AIUO) Format of the LOI is flexible, however, complex or legalistic documents should be resisted. Simplicity and informality should be key in any chosen format. It must be recognized that much of the value of LOIs lie in the communications process which occurs before the actual document is produced. The LOI is not intended as a formal contract and a copy need not be placed in the employee's official personnel file. However, for record keeping and control purposes the sub-groups may find it desirable to place a current LOI in the employee's soft file.

6. (AIUO) LOIs must be prepared for each professional DDA careerist immediately following completion of the person's annual fitness report. LOIs may be prepared on technical and clerical employees using the same basic guidelines. Thus, within a short period of time the employee and his/her supervisor will have the opportunity to review the past year's performance and to emphasize key goals and objectives to be accomplished during the coming year.

7. (AIUO) Representatives of the Offices of Training and Personnel are available to assist those who are involved in the development and introduction of LOI procedures appropriate to the Career Sub-Group concerned.


Michael J. Malanick
Acting Deputy Director
for
Administration

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

expired

PERSONNEL

DDA ADMINISTRATIVE
NOTICE NO. 77-6

3 AUG 1977

DDA UPWARD MOBILITY PROGRAM
(PROJECT AIM)

REFERENCE: DDA Administrative Instruction No. 76-2, dated
22 December 1976, same subject

1. Project AIM will hold its second orientation on
9 September 1977 at 0900 in the Headquarters Auditorium.
2. The orientation will cover in detail the following
four positions:

a. Office of Communications
Telecommunications Specialist, GS-09

Performs general communications duties including operating manual radio (Morse Code) circuits; landline, radio and satellite teletype circuits; automatic message switching systems; tape-relay and terminal station; and cryptographic devices. Performs facilities control functions and preventive and some corrective maintenance on network equipment. Trained Telecommunications Specialists are required to serve anywhere, anytime, and they can expect to serve overseas for approximately 75 percent of the first 10 to 15 years of their careers.

b. Office of Logistics
Supply Assistant, Building Services Branch,
GS-07

Supervises five to six employees of the Supply Unit; supervises daily re-stockage of the Headquarters self-service store and weekly deliveries to six outlying supply rooms; monitors receipt, control, issuance and inventory of items stocked in warehouse area; responds to questions and assists Agency employees at all levels in meeting their supply needs.

ADMINISTRATIVE - INTERNAL USE ONLY

c. Office of Medical Services
Psychometrist, GS-07

Administers psychological test batteries; analyzes PATB test results; scores other test batteries; prepares test data for analysts; prepares drafts of testing interpretation; and performs a variety of other related psychometric and support functions.


d. Office of Security
Security Clerk in Badge Office, GS-06

Processes Agency personnel requiring badges and credentials; prepares and issues badges and CIA ID's; operates camera and other equipment involved in badge fabrications; operates Delta Data 500 terminal; and maintains records of lost or stolen badges and credentials.

3. Those Project AIM registrants interested in any of these positions should be present at the orientation.

4. Interested eligible employees who are not now on the Project AIM Register may apply. Contact the DDA EEO Office, extension 5061, for instructions.

5. Employees who are currently on the Project AIM Register are requested to notify the Project AIM Office either by phone (X5061) or in writing (6D57, Hqs.) of any change in status; i.e., grade, location, position, etc.


Michael J. Malanick
Acting Deputy Director
for
Administration

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

PERSONNEL
26 October 1977

DDA ADMINISTRATIVE
NOTICE NO. 77-8

PERFORMANCE EVALUATION - FITNESS REPORT

STATINTL

Reference: HR [REDACTED]
HR [REDACTED]

1. Pending completion of review of the Fitness Report process by the Study Group currently convened for that purpose it is appropriate to consider addressing certain key areas in Fitness Reports which should be integral parts of each DDA careerist's performance. Although the below listed guidelines will not be universally appropriate, they will provide a common base for writing performance evaluations concerning most DDA personnel.

2. Beginning with the rating period which ends 31 December 1977 DDA raters should address, to the extent possible, the following performance measures in the annual fitness report evaluation of their subordinates:

a. Quality - Degree to which employee produces quality work.

b. Productivity - Degree to which employee produces a high volume of work.

c. Self-Expression - Degree to which employee effectively conveys ideas and information both orally and in writing.

d. Judgment - Degree to which employee reaches sound decisions.

e. Initiative - Degree to which employee actively seeks additional duties and actively assumes responsibility.

f. Adaptability - Degree to which employee responds positively to dynamic requirements and unusual work situations.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

g. Creativity - Degree to which employee develops new, unproved alternatives for resolution of problems and managerial concerns.

h. Managerial/Supervisory - Degree of employee's ability to organize and manage an activity to completion and to motivate and supervise people.

i. Managerial Equal Employment Opportunity Performance - The effectiveness with which the supervisor or manager supports in action and in spirit the Agency's EEO policy, objectives, and programs to the full letter of the law. (Attached are Guidelines for evaluating Managerial/Supervisory performance in this area.)

j. Interpersonal Relations - Degree to which employee conducts successful relationships with supervisors, subordinates, peers and work associates.

k. Personal Characteristics - Degree to which an employee's attitudes, self-discipline and willingness affects performance.

3. The above guidelines are not meant to be all inclusive and do not exclude any other appropriate areas from coverage in the Fitness Report. They are published in the interest of providing a more uniform set of standards in preparing performance evaluations within the DDA.

STATINTL

Michael/J. Malanick
Acting Deputy Director
for
Administration.

ADMINISTRATIVE - INTERNAL USE ONLY

Guidelines for Evaluating Managerial/Supervisory
EEO Performance

Does the Supervisor:

- a. Keep superiors informed of needs related to the provision of fair and equal opportunity.
- b. Keep subordinates informed on all matters that have EEO implications (upward mobility, training opportunities, vacancy announcements, EEO action plans, etc.).
- c. Include EEO as an integral part of day-to-day personnel management.
- d. Participate in an affirmative manner in resolving EEO complaints making the prime concern a fair solution for both the employee and the Agency.
- e. Consider all subordinates as individuals rather than stereotypes. Make an effort to understand cultural differences.
- f. Eliminate practices which give personal offense to employees of one sex or any particular racial, ethnic origin, religious or age group.
- g. Initiate and support efforts to locate well-qualified minority group and women applicants.
- h. Provide training opportunities for all employees on a nondiscriminatory basis.
- i. Restructure positions and/or identify target jobs to meet the needs of the unit and to implement the upward mobility program.
- j. Identify employees with underutilized skills for possible placement in positions where their skills can be used.

Does the manager, in addition to the above:

- a. Individually endorse and energetically support top management's policy statements on equal employment opportunity and require endorsement and support down through the organizational structure to line supervisors. Personally advise subordinates of his or her expectations for affirmative action.

- b. Attempt to ensure that adequate resources are available to support EEO program requirements.
- c. Take an active role in the development and implementation of the EEO Plan. Participate in and direct corrective action for program improvement.
- d. Assure that EEO is an integral part of each subordinate supervisor's job and that performance is evaluated effectively.
- e. Maintain a continuous review of the selection and promotion patterns to assure that all applicants and employees--regardless of religion, sex, age, race, color, or national origin--are given full consideration.

DD/A ADMINISTRATIVE
NOTICE NO. 77-9




ORGANIZATION
28 December 1977

MEMBERS OF THE ADMINISTRATION MANAGEMENT
ADVISORY GROUP

RESCISSION: DD/A Administrative Notice No. 77-3, dtd 16 June 1977

STATINTL

Following is a list of Administration Management Advisory Group (ADMAG)
members effective 1 January 1978:

<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>	<u>Term Expiration</u>
MG Career Sub-Group		3B01 Hqs	5950	July 1978
Communications		1B24 Hqs	7632	January 1979
Data Processing		402 Ames	2225	July 1978
Finance		2E6101 Hqs	7774	January 1979
Logistics		2F31 	8-8131	January 1979
Medical Services		1D4054 Hqs	5727	January 1979
Personnel			8-8386	July 1978
Security			4342	July 1978
Training			2452	
			921 C of C	

FOR THE ACTING DEPUTY DIRECTOR FOR ADMINISTRATION:

STATINTL

STATINTL

*Acting
for*

Executive Officer

PERSONNEL
4 JANUARY 1978

DDA ADMINISTRATIVE
NOTICE No. 78-1

ANNOUNCEMENT OF ASSIGNMENT

STATINTL

Effective 9 January 1978, [REDACTED] is appointed

STATINTL

Assistant for Information, Office of the DDA, vice [REDACTED]

[REDACTED] who has been reassigned to the Office of Training. STATINTL

[REDACTED]
Michael J. Malanick
Acting Deputy Director
for
Administration

STATINTL

cc: OGC
OLC
O/PA/DCI
DDO/ISS
DDS&T/FOI
NFAC/FOI
AO/DCI
ES

ADMINISTRATIVE - INTERNAL USE ONLY

Distribution:

Orig - DDA Subject
1 - DDA Chrono
1 - A/DDA
1 - EO/DDA
1 - D/F
2 - D/CO
1 - D/ODP
1 - D/OL
1 - D/MS
1 - D/OS
4 - D/OP
1 - D/OTR
1 - C/ISAS
1 - RCB
1 - RRB
1 - MPB
1 - C/HS
1 - SSA-DDA
1 - CMO/DDA
1 - C/MAS
1 - AI/DDA
1 - C/IPS
1 - Agency Archives
1 - C/Budget Staff/DDA
1 - *E/RAB*
1 - *Records Center*

PERSONNEL
February 1978

DDA ADMINISTRATIVE
NOTICE NO. 78-2

DDA UPWARD MOBILITY PROGRAM (PROJECT AIM)

Reference: DDA Administrative Instruction 78-1, dated
20 January 1978

1. This notice announces the first three target positions to be offered under Project AIM for Fiscal Year 1978:

a. Office of Finance

Payroll Technician, GS-06 (location Key Building)

Works in an automated biweekly payroll system performing the full range of payroll duties relating to a certain block of paycases identified by FAN account. Responsible for the total administration and technical accuracy of the paycases under a series of tightly controlled deadlines and pressure situations. (GS-4's, 5's, or 6's may apply).

b. Office of Personnel

Insurance and Claims Assistant, GS-7 (location Ames Building)

Settles claims under four plans of insurance, determines method of payment of claims in accordance with cover status of policyholders; contacts policyholders, doctors, hospitals, and others when additional information is required for claim settlement; and answers questions regarding insurance benefits. (GS-5's, 6's, or 7's may apply).

c. Office of Security

Physical Security Officer, GS-09 (Location
[REDACTED])

One of four Security Duty Officers who provide a 24-hour security duty operation at NPIC. The SDO

STATINTL

provides security support by conducting physical security inspections, taking initial action on employee personal emergencies, conducting preliminary security violation investigations, and supervising the FPO shift during his/her tour of duty. Additionally, the SDO provides watch officer support to NPIC by coordinating movement of material, answering the phone of senior level NPIC officials, and other general staff activities of a watch officer nature. The SDO repairs safes and vault doors, changes combinations, and monitors a security and fire alarm console. He/she prepares tour of duty reports and other memoranda as necessary. (GS-7's or 8's may apply).

2. Representatives from the above offices will provide detailed descriptions of the positions, and answer any questions at an orientation briefing beginning at 1300 hours on 28 February in the Headquarters Auditorium. It is extremely important for those employees interested in the above positions to attend this briefing.

3. Other target positions which will be offered in the fall include: Telecommunications Specialist, GS-09; Computer Operator, GS-07; Psychometrist, GS-07; and Language Instructor, GS-08.

STATINTL

Michael J. Malanick
Acting Deputy Director
for
Administration

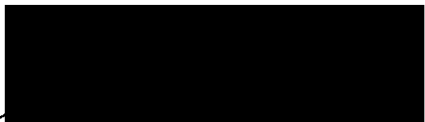
PERSONNEL
13 MARCH 1978

DDA ADMINISTRATIVE
NOTICE 78-3

ACTING DEPUTY DIRECTOR FOR ADMINISTRATION

During my absence on TDY from 15 through 20 March 1978,
Mr. Michael J. Malanick is the Acting Deputy Director for
Administration.

STATINTL



John F. Blake
Deputy Director
for
Administration

Additional distribution:

- 1 - ES
- 1 - Security Duty Office
- 1 - Ops Center

25X1A

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

CONFIDENTIAL

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

ORGANIZATION
15 May 1978

DDA ADMINISTRATIVE
NOTICE NO. 78-5

ESTABLISHMENT OF DDA SENIOR SECRETARIAL PANEL (SSP)

1. (U) In compliance with a DDCI memorandum of 13 April 1978, Subject: Establishment of Career Service Panels for the Career Management of Secretarial and Clerical Personnel, the Directorate of Administration has established a Senior Secretarial Panel (SSP) to administer a career management program for senior secretaries. All GS-08 and above clerical employees, who function primarily as secretaries (regardless of their occupational title and irrespective of Agency certified shorthand ability), will be part of a Directorate-wide career management program. The Directorate of Administration SSP will be responsible for the career management, development, competitive evaluation, ranking, promotion and assignment of secretarial personnel under its jurisdiction.

2. (C) The initial Panel, appointed effective 15 May 1978, will be composed of the following:

25X1A Chairman - [REDACTED] (Voting Member)
DDA Career Management Officer

25X1A Members - [REDACTED] (Voting Member)
Office of Communications

25X1A [REDACTED] (Voting Member)
Office of Logistics

25X1A [REDACTED] (Voting Member)
Office of Personnel

25X1A [REDACTED] (Voting Member)
Office of Security

Executive Secretary and Advisor - [REDACTED]
DDA Clerical Coordinator

25X1A

3. (U) Panel members will serve two (2) years and membership will be rotated among all nine (9) DDA sub-groups to assure equitable representation. Results of competitive evaluations will be utilized in making recommendations for assignment of secretaries as senior secretarial vacancies occur. The names of the three (3) best qualified candidates will be forwarded to the Office having the vacancy for consideration. Assignment to GS-08 and above senior secretarial positions will be restricted to personnel either at the grade level of the position or no more than one (1) grade below that of the position to be filled.

25X1A

[REDACTED]
John F. Blake
Deputy Director
for
Administration

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

CONFIDENTIAL


E2 IMPDET CL BY 004171

PERSONNEL
26 JUNE 1978

DDA ADMINISTRATIVE
NOTICE 78-7

ACTING DEPUTY DIRECTOR FOR ADMINISTRATION

During my absence on TDY from 27 June through 3 July 1978,
Mr. Michael J. Malanick is the Acting Deputy Director for
Administration.



John F. Blake
Deputy Director
for
Administration

STATINTL

Additional distribution:
1 - ES
1 - Security Duty Office
1 - Ops Center

ORGANIZATION
23 June 1978


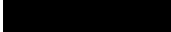
DD/A ADMINISTRATIVE
NOTICE NO. 78-8

MEMBERS OF THE ADMINISTRATION MANAGEMENT
ADVISORY GROUP

RESCISSION: DD/A Administrative Notice No. 77-9, dtd 28 December 1977

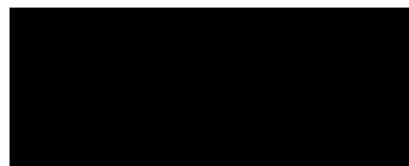
STATINTL

Following is a list of Administration Management Advisory Group (ADMAG)
members effective 1 July 1978:

<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>	<u>Term Expiration</u>
MG Career Sub-Group		6G02 Hqs	6133	July 1979
Communications		1B24 Hqs	7632	January 1979
Data Processing		2D00 Hqs	4011	July 1979
Finance		2E6101 Hqs	7774	January 1979
Logistics		2F31 Hqs	8-8131	January 1979
Medical Services		1D4054 Hqs	5727	January 1979
Personnel			8-8386	January 1979
Security		GE31 Hqs	5102	July 1979
Training		726 C of C	3532	July 1979

STATINT

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION:



STATINTL

PERSONNEL
28 July 1978

DDA ADMINISTRATIVE
NOTICE No. 78-9

UNIFORM PROMOTION SYSTEM

STATINTL Reference: HN [REDACTED] Uniform Promotion System, 18 May 1978

1. Reference announced the Uniform Promotion System. One aspect of the new system required that each Career Service establish and publish minimum annual promotion targets. To that end, the table shown below provides the minimum "M" Career Service promotion plan for FY-78.

<u>Promotions From Grade</u>			
GS-17	0	GS-09	145
GS-16	4	GS-08	106
GS-15	11	GS-07	120
GS-14	36	GS-06	100
GS-13	70	GS-05	125
GS-12	97	GS-04	141
GS-11	117	GS-03	61
GS-10	122		

TOTAL 1255

2. Each Sub-group is responsible for publishing its individual minimum FY-78 promotion plan by 4 August 1978. The minimum promotion plan for FY-79 will be published on 1 October 1978, or as soon thereafter as possible.

STATINTL

[REDACTED]
JOHN F. BLAKE
Deputy Director
for
Administration

Approved For Release 2000/06/01 : CIA-RDP90-00708R000100090001-9

PERSONNEL
9 August 1978

DDA ADMINISTRATIVE
NOTICE NO. 78-10

UPWARD MOBILITY PROJECT AIM
ORIENTATION ANNOUNCEMENT

REFERENCE: DDA Administrative Instruction No. 78-1,
dated 20 January 1978

1. The second Project AIM orientation for 1978 will be held on 12 September at 0900 in Room GA-13, Headquarters.

2. The following positions are being offered:

a. Office of Communications - Telecommunications Specialist, GS-06/09 (GS-04 through GS-08 employees may apply).

Performs general communications duties including operating manual radio (Morse Code) circuits; landline, radio and satellite teletype circuits; automatic message switching systems; tape-relay and terminal station duties; operating cryptographic devices. Performs facilities control functions and preventive and some corrective maintenance on network equipment.

Previous Morse Code experience not required. Applicants must take a Morse Aptitude Test and complete a Telecommunications Specialist Applicant Questionnaire. The selected applicant will undergo formal training of approximately 34 weeks, and upon successful completion will receive an overseas assignment. Telecommunications Specialists are required to serve anywhere, anytime, and can expect to serve overseas for approximately 75 percent of the first 10 to 15 years of their careers.

b. Office of Data Processing - Computer Operator Trainee, GS-06 (GS-04 through GS-06 employees may apply).

Responsible for operating three large-scale computer systems, utilizing the various printers, card readers, tape drives, disk drives, and hardware switches available for attachment to the computer systems. Interpret console messages from systems or applications programs and perform required actions. Operate computer system by entering system software commands and utility program parameters through operator console. Requires shift work.

DDA Administrative Notice No. 78-10

Page 2

c. Office of Training - Language Instructor, GS-8 (GS-6 through GS-8 employees may apply).

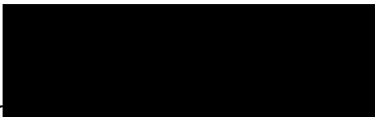
Teach conversation, pronunciation, listening, comprehension, reading comprehension, vocabulary, writing system. Explain structure of the language. Native or near-native skill required. Polish or any of the Asian languages preferred, but will consider others.

3. Representatives of the above Offices will be present at the orientation to describe in detail the duties of each position and to answer questions. DDA employees interested in any of these positions should attend this orientation.

4. Employees who are currently on the Project AIM register are requested to notify the Project AIM office of any change in their status; i.e., grade, location, position, etc. Other interested and eligible employees who are not on the register may apply at this time. The basic eligibility requirements are: DDA careerist with two years satisfactory Agency experience and GS-8 or below in a clerical or technical position.

5. The Project AIM Administrator can be reached on extension 5061 to report changes in status or to receive instructions for registering.

STATINTL



John F. Blake
Deputy Director
for
Administration

Distribution for DDA Administrative Notice No. 78-10

Normal distribution, plus:

- 1 cy - Each employee on register
- 1 cy - Each eligible employee (via routing system)

PERSONNEL
5 September 1978

DDA ADMINISTRATIVE
NOTICE NO. 78-11

EMPLOYMENT OF RELATIVES

Rescission: DDA Administrative Notice No. 76-18, dated
21 December 1976

STATINTL

Reference: Headquarters Regulation [REDACTED]

1. In lieu of the rescinded Notice, Directorate of Administration personnel will observe the referenced Regulation. It should be noted that the subject of employment of relatives and nepotism in general is governed by a very specific Federal Law. The Headquarters Regulation is based upon that Law, and compliance is essential.

2. The Federal Law prohibits a Federal employee from hiring or promoting a relative, advocating such hiring or promotion, or taking any discretionary action which tends to increase the relative's chances of being hired or promoted. Included in the prohibition are such actions as referring a relative for consideration for hiring to a subordinate in the chain of command; writing fitness reports on a relative; making informal written or oral performance assessments of a relative; and in general taking part in any personnel actions which tend to increase an employee's grade, pay, or rank. An action which increases an employee's relative standing in the Agency's organizational structure is subject to the restriction, even though no increase in grade or pay is involved. The law is designed to avoid favoritism based on blood or marriage ties. The penalty provided for contravention of these prohibitions is total forfeiture of pay by the employee promoted or advanced.

3. The rescinded Notice was very specific in its policy forbidding that relatives be employed in the same office or sub-group. Please note that this is no longer a restriction as long as compliance with the Headquarters Regulation and Federal Law is assured. Rather, personnel assignments should be made with an eye toward optimum use of Agency human resources. This revised policy will apply as well to overseas installations under the cognizance of the Office of Communications and domestic field installations under the cognizance of any DDA office [REDACTED] STATINTL

[REDACTED]
JOHN F. BLAKE
Deputy Director
for
Administration

DDA ADMINISTRATIVE
NOTICE No. 78-12

STATINTL Reference: HN [REDACTED], Development of the Uniform Promotion System, 11 September 1978

1. The DDCI has approved the following minimum
FY-79 promotion targets for the "M" Career Service.

STATINTL

GS-17
GS-16
GS-15
GS-14
GS-13
GS-12
GS-11
GS-10

GS-09
GS-08
GS-07
GS-06
GS-05
GS-04
GS-03

STATINTL

TOTAL 1193

2. Each Sub-group has been requested to publish its individual minimum FY-79 promotion plan by 20 October 1978.

STATINTL

JOHN F. BLAKE
Deputy Director
for
Administration

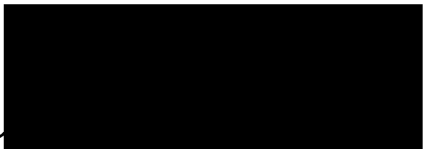
PERSONNEL
30 October 1978

DDA ADMINISTRATIVE
NOTICE 78-14

ACTING DEPUTY DIRECTOR FOR ADMINISTRATION

During my absence on TDY from the afternoon of 31 October through 20 November 1978, Mr. Michael J. Malanick is the Acting Deputy Director for Administration.

STATINTL



JOHN F. BLAKE
Deputy Director
for
Administration

Additional distribution:

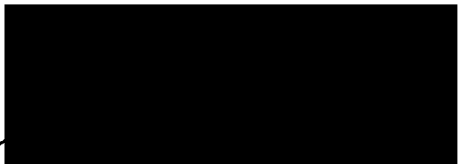
- 1 - ES
- 1 - Security Duty Office
- 1 - Ops Center

ORGANIZATION
8 December 1978

DD/A ADMINISTRATIVE
NOTICE NO. 78-15

ADMINISTRATION MANAGEMENT ADVISORY GROUP (ADMAG)

Attached is a revised ADMAG Charter. It is suggested that you familiarize yourself with the Charter and take an active interest in the work of this group. It has and will continue to be an effective force only in direct proportion to the extent of participation by employees of the Directorate.



John F. Blake
Deputy Director
for
Administration

STATINTL

Attachment

ADMINISTRATION MANAGEMENT ADVISORY GROUP (ADMAG) CHARTER

1. The Administration Management Advisory Group (ADMAG) is responsible for identifying and studying issues and problems affecting the plans, programs, and actions of the Directorate of Administration and for making recommendations thereon to the DDA. Most of the topics examined by ADMAG are either self-generated (by ADMAG members) or based upon thoughts and ideas proffered by other DDA employees. Additionally, the DDA may task the ADMAG to obtain a solution to a problem or to measure the effectiveness of a DDA plan, program or action within the Directorate. All Directorate employees are available to counsel or advise ADMAG in pursuit of its efforts to improve the efficiency of the Directorate and to improve the employee work environment.

2. The ADMAG is a forum, outside of the chain-of-command, for maintaining a continuing dialogue between senior Directorate management and the employees of the Directorate. While the selection of ADMAG members is a formal process, the ADMAG itself has no production responsibility, and it does not replace formal command channels. ADMAG is not an appropriate forum for the discussion of individual employee grievances or individual Equal Employment Opportunity (EEO) concerns.

3. The ADMAG membership is appointed by the DDA from nominations submitted by heads of each of the eight functional offices of the Directorate and from the head of the MG Career Sub-Group. In order to become a nominee, an employee must be a GS-11 through GS-14 career employee of the DDA nominating component with a minimum of five years of Agency experience. Appointments are made semi-annually, for one year terms, commencing in January and ending in December for nominees from the Offices of Communications, Finance, Logistics, Medical Services, and Personnel, and for terms commencing in July and ending in June for nominees from the MG Career Sub-Group and the Offices of Data Processing, Security, and Training. Heads of components must submit nominations of ADMAG replacements in sufficient time to permit DDA selection and publication of appointee names. Nominations will include a narrative on the nominee's qualifications, an updated biographic file, and a recent photograph of the nominee.

4. Each January and July, the ADMAG members select, from its membership, a chairman and a recorder to serve in those capacities concurrently for six months. The Chairman presides over the ADMAG meetings and provides leadership and guidance; he or she also maintains a "Chairman's File" for reference and for the purpose of briefing the successor to the chairmanship. The Recorder records, publishes, and distributes the minutes of each meeting (including the names of attendees); he or she also maintains a complete record of activities and achievements of the ADMAG and presides over the meetings when the Chairman is absent. All members of the ADMAG are expected to attend meetings and to contribute to the activities and effort of the ADMAG.

5. This charter may be amended or revised by the ADMAG with the concurrence of the DDA.

ORGANIZATION

2 January 1979

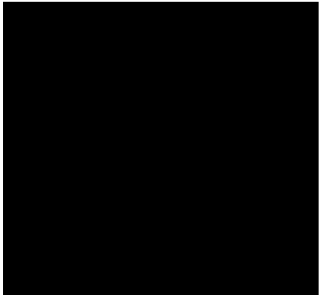
DD/A ADMINISTRATIVE

NOTICE NO. 78-16

MEMBERS OF THE ADMINISTRATION MANAGEMENT
ADVISORY GROUP

RESCISSION: DD/A Administrative Notice No. 78-8, dtd 23 June 1978

Following is a list of Administration Management Advisory Group (ADMAG)
members effective 1 January 1979:

<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>	<u>Term Expiration</u>
MG Career Sub-group		6G02 Hqs	6133	July 1979
Communications		1B24 Hqs	5169	January 1980
Data Processing		2D00 Hqs	4011	July 1979
Finance		513 Key	2333	January 1980
Logistics		3E14 Hqs	7808	January 1980
Medical Services		706 C of C	3247	January 1980
Personnel		2D0105 Hqs	4502	January 1980
Security		4E13 Hqs	7683	July 1979
Training		726 C of C	3532	July 1979

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION:

STATINTL

STATINTL

PERSONNEL
22 DECEMBER 1978

DDA ADMINISTRATIVE
NOTICE No. 78-17

ANNOUNCEMENT OF ASSIGNMENT

STATINTL

Effective 22 December 1978, [REDACTED] is designated Acting Minority Employment Coordinator (MEC) for the Directorate of Administration, vice Michael J. Malanick who has retired.

[REDACTED] STATINTL

John F. Blake
Deputy Director
for
Administration

PERSONNEL
3 January 1979

DDA ADMINISTRATIVE
NOTICE No. 78-18

ANNOUNCEMENT OF ASSIGNMENT

Effective 2 January 1979, [REDACTED] is STATINTL
appointed Career Management Officer, DDA vice [REDACTED]. STATINTL
STATINTL [REDACTED] who is retiring.

[REDACTED] STATINTL
Joh
Deputy
for
Administration

PERSONNEL
9 January 1979

DD/A ADMINISTRATIVE
NOTICE NO. 79-01

APPOINTMENT OF DDA GRIEVANCE OFFICERS

Rescind: DDA/Administrative Notice No. 75-7, dated 24 Sept. 1975,
Same Subject

25X1A

Effective 2 January 1979 Mr. [REDACTED] is designated as the Directorate of Administration Grievance Officer. The following list identifies current sub-group Grievance Officers:

25X1A

<u>Sub-group</u>	<u>Name</u>	<u>Phone</u>	<u>Location</u>
Communications	[REDACTED]	8-8310	3B25 [REDACTED] Building 25X1A
Data Processing	[REDACTED]	4011	2D00 Headquarters
Finance	[REDACTED]	2972	1213 Key Building
Logistics	[REDACTED]	8-8273	3G31 [REDACTED] Building 25X1A
Medical Services	[REDACTED]	6322	1D4040 Headquarters
Personnel	[REDACTED]	3295	936 Ames Building
Security	[REDACTED]	5861	4E60 Headquarters
Training	[REDACTED]	2826 G-3228	205 C of C Building STC Personnel Office
MG	[REDACTED]	5717	5B2828 Headquarters

[REDACTED]
25X1A

[REDACTED]
Executive Officer, DDA

DERIVATIVE CL BY 004171
☐ DECL ☒ REVW ON 1/9/99
DERIVED FROM A9a5.2

This Instruction Expires 1 January 1980

PERSONNEL
19 January 1979

DDA ADMINISTRATIVE
INSTRUCTION NO. 79-2

DDA UPWARD MOBILITY PROGRAM (PROJECT AIM)

1. Effective 1 January 1977, the Directorate's centralized upward mobility program, Project AIM, was instituted for the purpose of broadening the base of professional and para-professional positions available to clerical and technical DDA careerists. The name AIM for this project has been selected because its success depends on the abilities, initiative, and mobility of the participating employees. The objective of Project AIM is to identify and/or provide selected DDA careerists the opportunity to obtain experience and training needed to qualify for professional or para-professional careers.

2. Program Eligibility. Project AIM is designed for DDA careerists who meet all of the following eligibility requirements:

- a. Two years satisfactory Agency service (staff or full-time contract).
- b. Occupy a clerical or technical position GS-08 and below or wage equivalent levels.

3. Program Administration. Project AIM will be under the guidance of the Associate Deputy Director for Administration (ADDA). It will be administered by a Working Group which is comprised of office level EEO Officers, on a rotating basis, a personnel staffing specialist, a training officer, and chaired by the DDA EEO Officer or a predesignated representative.

4. Program Orientation. Project AIM orientation exercises are held twice yearly, usually in February and September to discuss the positions being offered. While the briefings are open to all eligible candidates, attendance will be required for those registrants who have indicated interest in positions offered.

5. REGISTRATION PROCEDURES

a. Formerly Registered Employees

Contact your Working Group representative to express your continuing interest and to update your registration form.

b. New Registrations

Registration forms can be obtained from your Working Group representative, who will assist you in completing the forms. Registration includes a questionnaire to be completed by your supervisor. Your forms will be reviewed by your Career Management Officer.

6. Selection Progress. Selection for the program is based, in part, upon an individual's ability, interest, desire, and expressed willingness for further opportunity and training. It is designed to ensure that all eligible employees are considered fairly and without bias. The following represents a succinct summary of Project AIM's selection progress:

a. File Review. The Working Group reviews the Official Personnel File of each employee applying for a program position. Each applicant is judged on career growth potential, evidence of self-improvement, versatility, effectiveness in interpersonal relationships, and job interest. (Note: It is extremely important that your Official Personnel File contains up-to-date information pertaining to your internal and/or external training, such as transcripts, diplomas and certificates.)

b. Differential Aptitude Test (DAT) or Professional Employee Test Battery (PETB). Concurrent with the file review, applicants are scheduled to take either the DAT or PETB. The DAT is administered to applicants with less than a college degree, while the PETB is administered to applicants with a four-year college degree. If you have taken either of these tests in the last four years, you will not be retested. Scores in intellectual abilities, work attitudes and vocational interests are considered in the aptitude test exercise.

c. Personal Interview. The personal interview pertains to the applicant's understanding of upward mobility, interest in Project AIM positions, and areas of concern which are not explored through the file review and aptitude testing exercises.

d. Preliminary Rankings. Concurrent with the completion of the file review, personal interview and the aptitude testing exercises, the Working Group ranks each applicant to identify the "Top Category". The exact number identified as "Top Category" may vary, but it is usually the top five applicants for each position offered. Only "Top Category" applicants will be asked to participate in the Assessment Center exercise.

e. Assessment Center. The Project AIM Assessment Center is administered by PSS/OMS. It is designed to assess behavioral responses in various simulated exercises. Trained observers prepare evaluations on each applicant's performance during the exercises.

f. Final Ranking. Using the Assessment Center reports and all other ranking criteria, the Working Group prepares a final ranking of the "Top Category" applicants. Files containing final ranking data are then forwarded to the appropriate Office Director.

g. Final Selection. The Office Director, or his designee, interviews each of the top category applicants and makes the final selection.

7. Placement Process:

A Personnel Staffing Specialist assigned to the Working Group will assist the gaining and losing offices in the transfer of the selected applicant to the program position. The selected applicant will remain in his/her parent career service sub-group until satisfactory completion of the training program or upon acceptance of the employee by the gaining career service sub-group prior to completion of the training cycle.

8. Performance Evaluation:

An employee occupying a Project AIM position is expected to maintain a performance level consistent with his/her peers in the same or similar positions. Quarterly evaluation reports will be submitted to the Working Group to ensure continual progress by the individual in his/her new career. The Working Group will meet quarterly with both the employee and the supervisor and serve as a forum to discuss the employee's progress, changes in the training plan and suggestions on how to improve the program.

If it is determined that an AIM candidate is not making sufficient progress to indicate success in his/her new career, the candidate will be reassigned to another non-program position in his/her respective career sub-group without grade penalty for having participated in the program. If necessary, the Working Group will assist in finding an appropriate position.

9. Training Outline:

Within 30 days of being assigned to a program position, a Letter of Instruction (LOI) will be prepared by the supervisor and the employee. Included in the LOI will be a training outline which should include the type and duration of training, both internal and external, required by the position. The training outline will serve both as a contract between management and the employee and as a set of objectives by which the employee can be rated. The training outline will not be used as a pass/fail instrument but as a gauge on which to measure the employee's progress toward success in his/her new career.

10. Promotion:

The selection of an employee to a Project AIM position does not mean immediate promotion, nor does it exclude promotion during the training cycle. The same criteria, job performance and competitive evaluation, applicable to other employees occupying the same or similar positions will be used.

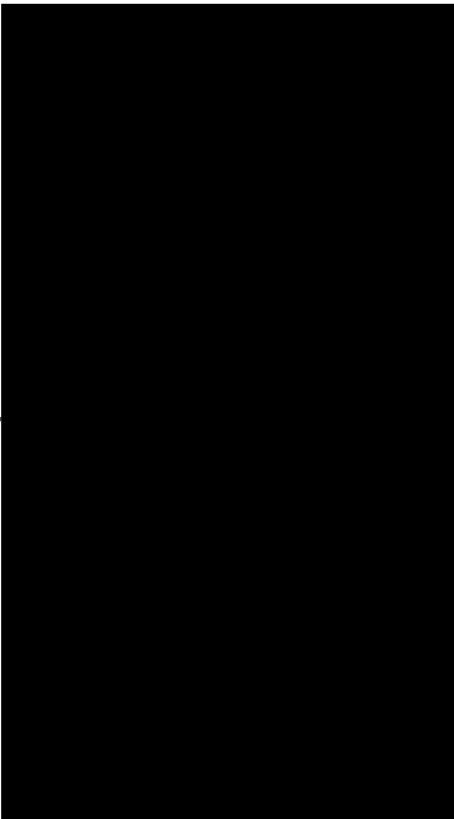
11. DDA Careerists interested in applying for Project AIM should discuss this with their supervisors prior to making application. Office Directors and supervisors should encourage those employees who they feel have the potential and desire for special opportunity and training to submit applications. Applications should be forwarded, through your Working Group representative, to the Chairman, Project AIM, Room 6E2917, Headquarters, no later than 9 February 1979.

STATINTL

Don I. Wortman
Deputy Director
for
Administration

12 January 1979

Project AIM Working Group Representatives

	25X1A	<u>Tel. No.</u>
Office of Communications		8-8310
Office of Data Processing		4011
Office of Finance		3194
Office of Logistics		8-8380
Office of Medical Services		7724
Office of Personnel		6772
Office of Security		5861
Office of Training		2483
Office of the DDA		er 5061

TO : Chairman, Project AIM Working Group
Room 6E2917 Headquarters

VIA: Office Project AIM Working Group Representative

I am interested in applying for Project AIM.

Name

ADMINISTRATIVE - INTERNAL USE ONLY

PERSONNEL
15 February 1979

DDA ADMINISTRATIVE
NOTICE No. 79-4

FEDERAL WOMEN'S PROGRAM BOARD
VACANCIES

1. The Federal Women's Program Board, established in April 1973 by direction of the CIA Management Committee to enhance the status of women in the Agency, is responsible for examining the careers of women in the Agency and for making recommendations for their improvement and enhancement to the Director of Central Intelligence. The Board is composed of three representatives from each Directorate who serve a term of two years. Board membership is considered to be an official Agency responsibility. (U)

2. There are two openings for DDA representation on the Board; one to be filled immediately, the other in April. (U)

3. Interested applicants, men and women, should have a genuine interest in promoting equality of opportunity for women and be willing to devote both working and personal time to Board activities. Minority group representation is particularly welcomed. The DDA representative should expect to devote roughly 10 to 20 percent of his or her time. DDA experience in more than one Division or Component is desirable but not mandatory. (U)

STATINTL

ATINTL

4. Interested employees should contact [REDACTED], Room 815, Ames Building, x2761; [REDACTED], 926 3G20 [REDACTED], x8-8340; or [REDACTED], Chamber of Commerce Building, x2242, by 5 March 1979. (U)

STATINTL

STATINTL

STATINTL

STATINTL

[REDACTED]
Don I. Wortman
Deputy Director
for
Administration

PERSONNEL
26 MARCH 1979

DDA ADMINISTRATIVE
NOTICE NO. 79-5

INFORMATION SYSTEMS ANALYSIS STAFF

Effective 26 March 1979, [REDACTED] is 25X1A
appointed Acting Chief, Information Systems Analysis Staff,
vice [REDACTED] reassigned. (C) 25X1A

25X1A

[REDACTED]
Don L. Wortman
Deputy Director
for
Administration

DDA Subject

C-O-N-F-I-D-E-N-T-I-A-L

WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

009588
March 1999
009588
3d(3)

PERSONNEL
5 April 1979

DDA ADMINISTRATIVE
NOTICE 79-6

ACTING DEPUTY DIRECTOR FOR ADMINISTRATION

During my absence from the office while attending
the DDA Office Directors' Conference on Thursday afternoon, 25X1A
5 April 1979 and all day Friday, 6 April, [REDACTED]
is designated Acting Deputy Director for Administration.

[REDACTED]
25X1A

DON I. WORTMAN
Deputy Director
for
Administration

Additional distribution:

- 1 - ES
- 1 - Security Duty Office
- 1 - Ops Center

ADMINISTRATIVE - INTERNAL USE ONLY

PERSONNEL
20 APRIL 1979

DDA ADMINISTRATIVE
NOTICE NO. 79-7

OFFICE OF DATA PROCESSING

Effective 23 April 1979 the following assignments
are made:

STATINTL

1. [REDACTED] as the Deputy Director
for Processing.
2. [REDACTED] as the Deputy Director
for Applications.

STATINTL

STATINTL

for Don I. Workman
Deputy Director
for
Administration

ADMINISTRATIVE - INTERNAL USE ONLY


PERSONNEL
1 May 1979

DDA ADMINISTRATIVE
NOTICE 79-8

ACTING DEPUTY DIRECTOR FOR ADMINISTRATION

During my absence from the office while on TDY beginning Friday afternoon, 4 May 1979, through Saturday, 19 May 1979, Mr. Clifford D. May, Jr., is designated Acting Deputy Director for Administration.

25X1A


DON I. WORTMAN
Deputy Director
for
Administration

Additional distribution:

- 1 - Executive Secretary
- 1 - Security Duty Office
- 1 - Office of Current Operations

PERSONNEL
1 May 1979

DDA ADMINISTRATIVE
NOTICE NO. 79-9

OFFICE OF FINANCE

Effective 1 May 1979, Mr. [REDACTED] is appointed 25X1A
Deputy Director for Financial Operations.

[REDACTED]
25X1A

Don L. Wolman
Deputy Director
for
Administration


ORGANIZATION
27 June 1979

DD/A ADMINISTRATIVE
NOTICE NO. 79-10

MEMBERS OF THE ADMINISTRATION MANAGEMENT
ADVISORY GROUP

RESCISSION: DD/A Administrative Notice No. 78-16, dtd 2 January 1979

Following is a list of Administration Management Advisory Group (ADMAG) members effective 1 July 1979:

<u>Office</u>	<u>Name</u>	<u>Room</u>	<u>Extension</u>	<u>Term Expiration</u>
MG Career Sub-group		2F28 Hqs	6501	July 1980
Communications		1B24 Hqs	6624	January 1980
Data Processing		GA0519 Hqs	4311	July 1980
Finance		513 Key	2333	January 1980
Logistics		3E14 Hqs	7808	January 1980
Medical Services		706 C of C	3247	January 1980
Personnel		2D0105 Hqs	4502	January 1980
Security		4E13 Hqs	7683	July 1980
Training		205 C of C	2826	July 1980

STATINTL


Executive Officer

STATINTL

PERSONNEL
1 August 1979

DDA ADMINISTRATIVE
NOTICE 79-11

ACTING DEPUTY DIRECTOR FOR ADMINISTRATION

During my absence from the office beginning Saturday,
4 August, through Sunday, 19 August 1978, Mr. Clifford D.
May, Jr., is designated Acting Deputy Director for
Administration.

25X1A

DON I. WORTMAN
Deputy Director
for
Administration

Additional distribution:
1 - Executive Secretary
1 - Security Duty Office
1 - Office of Current Operations

ORGANIZATION
4 September 1979

DDA ADMINISTRATIVE
NOTICE NO. 79-12

MEMBERS OF THE ADMINISTRATION MANAGEMENT
ADVISORY GROUP

RESCISSION: DD/A Administrative Notice No. 79-10, dtd 27 June 1979

Following is a list of Administration Management Advisory Group (ADMAG) members effective 1 July 1979:

<u>Office</u>	<u>Name</u>	<u>Address</u>	<u>Extension</u>	<u>Term Expiration</u>
MG Career Sub-group		2F42 Hqs	6501	July 1980
Communications		1B24 Hqs	5656	January 1980
Data Processing		GA0519 Hqs	4311	July 1980
Finance		6B02 Hqs	5355	January 1980
Information Services		5B2830 Hqs	5117	July 1980
Logistics		3E14 Hqs	7808	January 1980
Medical Services		706 C of C	3247	January 1980
Personnel		4B00 Hqs	6913	January 1980
Security		4E13 Hqs	7683	July 1980
Training		205 C of C	2826	July 1980

STATINTL

STATINTL

Executive Officer

PERSONNEL
21 August 1979

DDA ADMINISTRATIVE
NOTICE 79-13

ACTING DEPUTY DIRECTOR FOR ADMINISTRATION

During my absence from the office beginning Tuesday,
4 September, through Sunday, 9 September 1979, Mr. Clifford D.
May, Jr., is designated Acting Deputy Director for Administration.

25X1A

DON I. WORTMAN
Deputy Director
for
Administration

Additional distribution:

- 1 - Executive Secretary
- 1 - Security Duty Office
- 1 - Office of Current Operations

PERSONNEL
4 September 1979

DDA ADMINISTRATIVE
NOTICE 79-14

OFFICE OF THE DDA

Effective immediately, [REDACTED] is designated 25X1A
Acting Chief, Management Staff, vice [REDACTED] retired. 25X1A

[REDACTED] 25X1A

Clifford D. May, Jr.
Acting Deputy Director
for
Administration

PERSONNEL
10 September 1979


DDA ADMINISTRATIVE
NOTICE 79-16

ACTING DEPUTY DIRECTOR FOR ADMINISTRATION

REFERENCE: DDA Admin Notice 79-13, dtd 21 Aug 79,
same subj

Reference Notice designating Mr. Clifford D. May, Jr.,
as Acting Deputy Director for Administration is extended
until the return to duty of Mr. Don I. Wortman.

25X1A


Frank C. Carlucci
Deputy Director of Central Intelligence

Additional distribution:

- 1 - Executive Secretary
- 1 - Security Duty Office
- 1 - Office of Current Operations

AN-81-2
del. 11 May 1981

SECURITY
17 October 1979

DDA ADMINISTRATIVE
NOTICE NO. 79-17

APPOINTMENT OF DDA SENIOR EMERGENCY EVACUATION OFFICER

In accordance with [REDACTED]
is hereby appointed to serve as the DDA Senior Emergency
Evacuation Officer, vice [REDACTED]

25X1A

25X1A

25X1A

[REDACTED]
Don I. Wortman
Deputy Director
for
Administration

PERSONNEL
17 October 1979

DDA ADMINISTRATIVE
NOTICE 79-18

ACTING DEPUTY DIRECTOR FOR ADMINISTRATION

During my absence from the office while on TDY
beginning 21 October through 12 November 1979,
Mr. Clifford D. May, Jr., is designated as Acting
Deputy Director for Administration.

25X1A

DON I. WORTMAN
Deputy Director
for
Administration

Additional distribution:
1 - Executive Secretary
1 - Security Duty Office
1 - Office of Current Operations

29 October 1979

PERSONNEL

DDA ADMINISTRATIVE
NOTICE NO. 79-19

FEDERAL WOMEN'S PROGRAM BOARD
VACANCIES

1. The Federal Women's Board, established in April 1973 by direction of the CIA Management Committee to enhance the status of women in the Agency, is responsible for examining the careers of women in the Agency and for making recommendations for their improvement and enhancement to the Director of Central Intelligence. The Board is composed of three representatives from each Directorate who serve a term of two years. Board membership is considered to be an official Agency responsibility.

2. There is currently one opening for DDA representation on the Board.

3. Interested applicants, men and women, should have a genuine interest in promoting equality of opportunity for women and be willing to devote both working and personal time to Board activities. Minority group representation is particularly welcomed. The DDA representative should expect to devote roughly 10 to 20 percent of his or her time. DDA experience in more than one Division or Component is desirable but not mandatory.

4. Interested employees should contact [REDACTED] 25X1A
926 Chamber of Commerce Building, x2365 or [REDACTED] 25X1A
4E-63, Headquarters, x5939, by 14 November 1979.

[REDACTED] 25X1A
Clifford D. May, Jr.
Acting Deputy Director
for
Administration

PERSONNEL
14 November 1979

DDA ADMINISTRATIVE
NOTICE 79-20

ACTING DEPUTY DIRECTOR FOR ADMINISTRATION

During my absence from the office on 19, 20, and
23 November, Mr. Clifford D. May, Jr., is designated
as Acting Deputy Director for Administration.

Cancelled by DDCI

25X1A

DON I. WORTMAN
Deputy Director
for
Administration

Additional distribution:
1 - Executive Secretary
1 - Security Duty Office
1 - Office of Current Operations


PERSONNEL
5 December 1979

DDA ADMINISTRATIVE
NOTICE 79-21

ACTING DEPUTY DIRECTOR FOR ADMINISTRATION

During my absence from the office for the period
10 through 13 December 1979, Mr. Clifford D. May, Jr.,
is designated as Acting Deputy Director for Administration.

25X1A


DON I. WORTMAN
Deputy Director
for
Administration

Additional distribution:

- 1 - Executive Secretary
- 1 - Security Duty Office
- 1 - Office of Current Operations

PERSONNEL
5 December 1979

DD/A Administrative
Instruction No. 79-2

SPECIAL RETIREMENT OPTIONS

1. Beginning 1 December 1979 and continuing through 29 February 1980, the Security Sub-group has been authorized to offer Discontinued Service and Involuntary Retirement options for MS personnel at the GS-13, 14 and 15 levels. These options are not available to personnel of other grades in the Office of Security or to any personnel in other Sub-groups in the Directorate of Administration.

2. Personnel not eligible for voluntary retirement who are interested in taking advantage of the Discontinued Service or Involuntary Retirement options must meet one of the following criteria:

a. Civil Service Retirement System


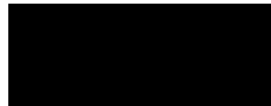
- (1) 50 years of age and have completed 20 years of creditable Federal Service, or
- (2) have completed 25 years of creditable Federal Service, any age.

Annuities are reduced one-sixth of one percent per month (2 percent per year) for each month the individual is under age 55.

b. CIA Retirement and Disability System (CIARDS)

Under age 50, have completed 25 years of creditable service and have ten years of CIA service and five years qualifying service. No reduction in annuity will be made for age.

3. Since this is a time-limited opportunity, eligible careerists who decide to take advantage of one of the voluntary retirement options should notify their Personnel or Career Management Officer on a timely basis to ensure that the necessary processing can be completed.

 
Don I. Workman
Deputy Director
for
Administration

25X1A

ADMINISTRATIVE - INTERNAL USE ONLY

PERSONNEL
20 December 1979

DDA ADMINISTRATIVE
NOTICE NO. 79-22

ANNOUNCEMENT OF ASSIGNMENT

Effective 17 December 1979, [REDACTED] is
appointed Chief, Management Staff/DDA.

STATINTL

STATINTL

[REDACTED]
Don L. Wortman
Deputy Director
for
Administration

cc: Comptroller

ADMINISTRATIVE - INTERNAL USE ONLY

ORGANIZATION

DDA ADMINISTRATIVE
NOTICE NO. 79-23

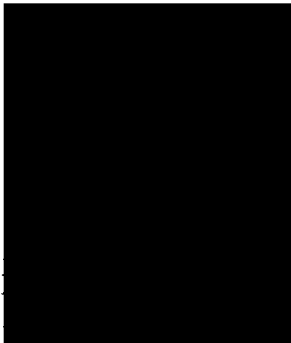


MEMBERS OF THE ADMINISTRATION MANAGEMENT
ADVISORY GROUP

RESCISSION: DD/A Administrative Notice No. 79-12, dtd 4 September 1979

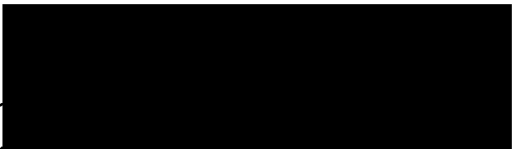
Following is a list of Administration Management Advisory Group (ADMAG)
members effective 1 January 1980:

STATINTL

STATINTL

<u>Office</u>	<u>Name</u>	<u>Address</u>	<u>Extension</u>	<u>Term Expiration</u>
MG Career Sub-group		2F42 Hqs	6501	July 1980
Communications				January 1981
Data Processing		GA0519 Hqs	4311	July 1980
Finance		736 Ames	3593	January 1981
Information Services		5B2830 Hqs	5117	July 1980
Logistics		3G10 	8120	January 1981
Medical Services		1D4040 Hqs	6322	January 1981
Security		4E13 Hqs	7683	July 1980
Training		205 C of C	2826	July 1980

STATINTL !


Executive Officer